



CITY OF GILROY
ARTS AND CULTURE
COMMISSION



REGULAR MEETING AGENDA

TUESDAY, JUNE 9, 2026 | 6:30 PM

COUNCIL CHAMBERS, CITY HALL
7351 ROSANNA STREET, GILROY, CA 95020

Chair: Ruben Dario Villa

Vice Chair: Makhan Gupta

Commissioners: Camille McCormack, Meena Vijaykar, Rabia Shahid, Subul Siddiqui, & Wendy Zamora

Executive Sponsor: Harjot Sangha, Assistant City Administrator

Staff Liaison: Kylie Katsuyoshi, Management Analyst Trainee & Stefan Mercer, Management Assistant



In compliance with the Americans with Disabilities Act, the City will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk's Office at least 72 hours prior to the meeting at (408) 846-0204 or cityclerk@cityofgilroy.org to help ensure that reasonable arrangements can be made.



Materials related to an item on this agenda submitted to the City of Gilroy Arts and Culture Commission after distribution of the agenda packet are available with the agenda packet on the City website at www.cityofgilroy.org subject to the Staff's ability to post the documents before the meeting.

KNOW YOUR RIGHTS UNDER THE GILROY OPEN GOVERNMENT ORDINANCE

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, task forces, councils and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

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PUBLIC COMMENT GUIDELINES:

During the **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA** portion of the meeting, each person wishing to speak should prepare a presentation of not more than three (3) minutes. Persons wishing to address the Commission are requested, but not required, to complete a Speaker's Card located at the entrances. Completion of this speaker's card is voluntary. All persons may attend this meeting and speak, regardless if a card is completed or not. Speaker's slips should be submitted to the Secretary **BEFORE** this portion of the

meeting begins. Anyone wishing to address the Commission on any other item on this **AGENDA** is requested, but not required, to fill out a speaker's slip as well and submit it to the Secretary **BEFORE** the Commission takes action on the item.

The agenda for this regular meeting is as follows:

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **SECRETARY'S REPORT**
4. **INTRODUCTION OF NEW COMMISSIONER**
 - 4.1. **Introduction of Commissioner Meena Vijaykar**
5. **ORDERS OF THE DAY**
6. **APPROVAL OF MINUTES**
 - 6.1. **Approval of the Minutes from the May 12, 2026, Special Meeting of the Arts and Culture Commission**
7. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**
8. **OLD BUSINESS**
 - 8.1. **Review of Fiscal Year 2026 and 2027 Work Plan**
 - 8.2. **Discussion on Arts and Culture Commission Annual Presentation**
9. **NEW BUSINESS**
 - 9.1. **Quarterly Report from the Gilroy Center for the Arts/Gilroy Arts Alliance**
 - 9.2. **Informational Report on the City of Gilroy Donation and Fundraising Policy**
 - 9.3. **Discussion on Commission Participation and Tabling at the Party in the Park Event**
10. **GILROY ART-RELATED COMMUNITY EVENT UPDATES**
11. **COMMISSION COMMENTS**
12. **STAFF COMMENTS**
13. **FUTURE AGENDA ITEM REQUESTS**
14. **ADJOURNMENT**

FUTURE MEETING DATES

July 14, 2026 – Gilroy City Council Chambers – 6:30 PM

August 11, 2026 – Gilroy City Council Chambers – 6:30 PM

September 8, 2026 – Gilroy City Council Chambers – 6:30 PM

October 13, 2026 – Gilroy City Council Chambers – 6:30 PM

November 10, 2026 – Gilroy City Council Chambers – 6:30 PM

December 8, 2026 – Gilroy City Council Chambers – 6:30 PM

City of Gilroy
Arts and Culture Commission
Draft Minutes
Tuesday, May 12, 2026 | 6:31 PM

1. CALL TO ORDER

The meeting was called to order by Chair Villa at 6:31 PM.

2. ROLL CALL

Attendance	Attendee Name
Present	Commissioner Ruben Dario Villa Commissioner Subul Siddiqui Commissioner Camille McCormack Commissioner Makhan Gupta Commissioner Rabia Shahid Commissioner Wendy Zamora

3. SECRETARY'S REPORT

Staff Member Katsuyoshi reported that the agenda was posted on Monday, May 11th 2026 at 10:18 AM.

4. ORDERS OF THE DAY

None.

5. APPROVAL OF MINUTES

- 1. Approval of the Minutes from the April 14, 2026, Regular Meeting of the Arts and Culture Commission**
Motion
Approve
RESULT: Passed
MOVER: Commissioner Ruben Dario Villa
SECONDER: Commissioner Makhan Gupta
AYES: Commissioner Ruben Dario Villa, Commissioner Subul Siddiqui, Commissioner Wendy Zamora, Commissioner Camille McCormack, Commissioner Makhan Gupta, Commissioner Rabia Shahid
NAYS: None
ABSENT: None

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Chair Villa opened public comment at 6:32 P.M.

With no speakers, Chair Villa closed public comment.

7. OLD BUSINESS

- 1. Review of Fiscal Year 2026 and 2027 Work Plan**

The Commission reviewed the Fiscal Year 2026 and 2027 Work Plan. A Sub-Committee was created for the Multicultural Community Days Project with Commissioner Siddiqui and Commissioner Zamora as members and Commissioner Shahid as the lead Commissioner. In addition, a Sub-Committee consisting of Commissioner McCormack and Commissioner Siddiqui with Chair Villa as the lead was created for the For the Love of Gilroy public art campaign.

2. For the Love of Gilroy Public Art Campaign and Unveiling Event

The Commission discussed the timeline for the For the Love of Gilroy public art campaign. The Commission decided that they would open the submission period for art pieces on Monday, August 31st and close the submission period on Friday, December 4th. Per Council's request to separate youth and adult submissions, the Commission decided to have a submission grouping for ages 0 to 18-year-olds and a submission grouping for ages 19 and over. In addition, the Commission requested information on the previous projects regarding the number of youth and adult submissions. The Subcommittee will come back to the July 14th meeting with marketing materials for the Commission to review.

8. NEW BUSINESS

1. Appointment of Vice-Chair of the Arts and Culture Commission

Motion

Appoint Commissioner Makhan Gupta as Vice-Chair of the Arts & Culture Commission

RESULT: **Passed**

MOVER: Commissioner Ruben Dario Villa

SECONDER: Commissioner Camille McCormack

AYES: Commissioner Ruben Dario Villa, Commissioner Subul Siddiqui, Commissioner Wendy Zamora, Commissioner Camille McCormack, Commissioner Makhan Gupta, Commissioner Rabia Shahid

NAYS: None

ABSENT: None

2. Update on Art-Related Funds

The Commission received a report on where the Commissions' Art-Related Funds currently stand.

3. Discussion on Tabling at the Public Works Week Community Open House

The Commission discussed tabling at the Public Works Week Community Open House. They decided against tabling at the Open House due to not having materials to give away at a tabling event.

4. Discussion on Arts and Culture Commission Annual Presentation

The Commission chose the August 17th Council Meeting to provide the annual Arts and Culture Commission presentation to Council. The Commission requested to have staff pull highlights from previous meeting minutes to review them in

preparation for their August presentation to Council.

5. Discussion of the Civic Center Master Plan

The Commission discussed the Civic Center Master Plan. Chair Villa shared with the Commission his comments that he made on the Environmental Impact Report.

9. GILROY ART-RELATED COMMUNITY EVENT UPDATES

Chair Villa - Mentioned this Friday May 15th, 2026 was the 3rd Friday Art walk and that it was "Youth Night" at La Casa de Cultura y Arte. In addition, it was also mentioned that the upcoming weekend was the last chance to see the play "Bandido" at Gavilan College.

Commissioner Zamora - Spoke on the GUSD Retirement Concert that was set for Monday, May 18th, 2026 and a Christopher High School Choir Concert being held on Tuesday, May 26th, 2026.

10. COMMISSION COMMENTS

Commissioner Zamora - Posed the question how much leeway does the Commission have to make adjustments to the workplan?

11. STAFF COMMENTS

Executive Sponsor Sangha introduced himself to the Commission.

12. FUTURE AGENDA ITEM REQUESTS

The Commission requested an informational item to review the current fundraising policy that was adopted by City Council.

13. ADJOURNMENT

With no further business, the meeting was adjourned at 8:08pm.



City of Gilroy Arts and Culture Commission

STAFF REPORT

Agenda Item Title: Review of Fiscal Year 2026 and 2027 Work Plan

Meeting Date: June 9, 2026

From: Kylie Katsuyoshi, Management Analyst Trainee

Department: Administration

Submitted by:

Prepared by: Kylie Katsuyoshi, Management Analyst Trainee

RECOMMENDATION

Commission discussion on work plan items.

BACKGROUND

At the February 11, 2025, Regular Meeting of the Arts and Culture Commission, the Commission adopted a work plan for FY26 and FY27. This will be an ongoing agenda item to discuss the work plan items, and to receive updates from any commissioner or committee.

ANALYSIS

For the Love of Gilroy Event

The Arts and Culture Commission (ACC) has, with Council approval, an item on their work plan titled "For the Love of Gilroy Event", to continue the successful pilot program into an annual event each year. For this event, the Commission solicits two-dimensional art designs from local artists to be printed on banners and posted on streetlight poles along Monterey Road in Downtown Gilroy. At the January 5, 2026, City Council Regular Meeting, the Council instructed the ACC to create, in the next program cycle, two award categories: one for adults and the other for minors.

At the May 12, 2026, Special Meeting of the Arts and Culture Commission, the Commission decided to create a submission group for youth ages 0 to 18 and a group for adults ages 19 and over. The Commission also requested information from the previous two For the Love of Gilroy campaigns regarding the number of youth and adult submissions. Please see the information below. The subcommittee is planning to come back to the July 14 meeting with marketing materials for the Commission to review.

Year	Number of Youth Submissions	Number of Adult Submissions
2024	8	32
2025	9	33

Date	Item
July 2026 - April 2027	Marketing and outreach
Monday, August 31, 2026	Open for submissions
Friday, December 4, 2026	Close for submissions
January 2027 ACC Meeting	Art pieces go to the ACC
February 2027 City Council Meeting	Recommendation presented at the City Council Meeting
March 2027	Purchase the rights to the artwork and produce the banners
April 2027	Unveiling Event

ALTERNATIVES

None.

FISCAL IMPACT/FUNDING SOURCE

None.

Attachments:

1. Arts and Culture Commission Workplan - FY26 and FY27

2026 and 2027 Arts and Culture Commission Work Plan

Project Name	Work	Lead Commissioner	Sub-Committee Members	City Council Priority	Status
For the Love of Gilroy Event	Continue the successful pilot program into an annual event each year.	Chair Villa	Commissioner McCormack Commissioner Siddiqui	N/A	In the planning process.
Multicultural Community Days	Explore hosting an event series featuring arts and culture presentations and displays of various cultures in the community, consisting of up to two events per fiscal year as a pilot program.	Commissioner Shahid	Commissioner Siddiqui Commissioner Zamora	<i>Neighborhood Equity</i>	Under discussion.
Fundraising Gala	Explore the opportunity to host a fundraising gala, aiming at one event during the workplan period.			<i>Financial Resilience</i>	Under discussion.
Update the Arts and Culture Strategic Plan	Update the strategic plan to identify strategies and goals for Gilroy's arts and culture into the future.			<i>Neighborhood Equity</i>	Under discussion.
Public Art Resource Document	Explore the viability of creating a public art resource document for future development, in conjunction with the Community Development Department.			<i>Neighborhood Equity</i>	Under discussion.

Updated June 2, 2026



City of Gilroy Arts and Culture Commission

STAFF REPORT

Agenda Item Title: Discussion on Arts and Culture Commission Annual Presentation

Meeting Date: June 9, 2026

From: Kylie Katsuyoshi, Management Analyst Trainee

Department: Administration

Submitted by:

Prepared by: Kylie Katsuyoshi, Management Analyst Trainee

RECOMMENDATION

Commission discussion on the Arts and Culture annual presentation to Council.

BACKGROUND

The Arts and Culture Commission provides an annual presentation to the City Council highlighting the Commission's accomplishments and activities. This item is for the Commission to organize responsibilities and content for the presentation.

ANALYSIS

At the May 12, 2026, Special Meeting of the Arts and Culture Commission, the Commission decided they would present their annual presentation at the August 17, 2026, City Council Regular Meeting.

ALTERNATIVES

None.

FISCAL IMPACT/FUNDING SOURCE

None.

Attachments:

None



City of Gilroy Arts and Culture Commission

STAFF REPORT

Agenda Item Title: Quarterly Report from the Gilroy Center for the Arts/Gilroy Arts Alliance

Meeting Date: June 9, 2026

From: Kylie Katsuyoshi, Management Analyst Trainee

Department: Administration

Submitted by:

Prepared by: Kylie Katsuyoshi, Management Analyst Trainee

RECOMMENDATION

Recieve the report.

BACKGROUND

The Gilroy Arts Alliance, which leases the Gilroy Center for the Arts building, has provided its report for the activities held in the first quarter of 2026. The Arts Alliance is required to provide such reports to the Arts and Culture Commission as a condition of the building lease. The report is attached to this staff report.

ANALYSIS

None.

ALTERNATIVES

None.

FISCAL IMPACT/FUNDING SOURCE

None.

Attachments:

1. Arts Alliance Quarterly Report

First Quarter report for the Gilroy Art Commission
Submitted 4/14/2026

January 2026:

The December 2025 Exhibit "Bika Art" continued through January 2026. This Exhibit was well received and had a well attended Reception. It was showing of large artworks in a variety of mediums and genres. The Exhibit was taken down on January 28th to make room for a new exhibit.

February 2026:

Again we celebrated Black History Month with many interesting artworks, photography and sculptures. All artwork was created by black artists, some unfortunately have passed away already. Louise Shield, the curator and artist of some of the artwork was on hand to talk with the public about the artworks and gave information about the meaning of Black History Month. This exhibit was well received by the community of every ethnic group.

We also had one night of Open Mic, which was well received. People enjoyed showing off their talents.

March 2026:

We celebrated young and emerging artists by displaying their creations. We had several small sculptures, very imaginative artworks, and photography on display. The reception brought some families of these artists, and it certainly was a matter of great pride to these youngsters to see their work on exhibit. Each young artist received a Certificate of Participation.

We participated in the 3rd Friday Artwork. We had dancers and music at the Center which was very enjoyable for our art patrons.

Respectfully submitted:
Marianne Eichenbaum
Gilroy Arts Alliance/Center for the Arts



City of Gilroy Arts and Culture Commission

STAFF REPORT

Agenda Item Title: Informational Report on the City of Gilroy Donation and Fundraising Policy

Meeting Date: June 9, 2026

From: Kylie Katsuyoshi, Management Analyst Trainee

Department: Administration

Submitted by:

Prepared by: Kylie Katsuyoshi, Management Analyst Trainee

RECOMMENDATION

Receive the report on the City of Gilroy Donation and Fundraising Policy. Commission discussion and brainstorming regarding fundraising ideas.

BACKGROUND

The City of Gilroy's Donation and Fundraising Policy establishes the framework for receiving donations and developing fundraising programs. The policy applies to all departments and commissions, including the Arts and Culture Commission, which is one of two commissions that are permitted to fundraise. This informational item was requested by the Commission at the May 12, Arts and Culture Commission Special Meeting.

ANALYSIS

Overview of the Policy

- The Policy provides guidance on how the City accepts donations and develops fundraising opportunities.
- Donations, sponsorships, and fundraising activities can only occur through an approved program either by the City Administrator or City Council, depending on its nature. The Arts and Culture Commission can suggest fundraising activities, but they cannot begin until the program is approved.
- A proposed program may consist of a memorandum including the following: goal of the fundraising activities, timeframe of the program, target audience and method of outreach, procedure for reporting activities, how donors may be

recognized, and any naming or signage involved.

- Staff must confirm that proposed donation or fundraising efforts do not conflict with existing City policies, sponsorships, or property restrictions.
- A Donation Acceptance Form must be prepared for all donations accepted, which shall be provided to the Finance Department if under \$5,000 in value and submitted to the City Council if the value is greater.
- All donations and fundraising activities must benefit the community and not impose ongoing obligations that the City may not be able to sustain long-term.

City of Gilroy Bench Plaque Program

As part of exploring future fundraising opportunities, the Commission may consider updates to the existing Bench Plaque Program. The Bench Plaque Program places durable zinc, bronze-finished plaques on current and future benches throughout the City of Gilroy. Benches are located in Historic Downtown Gilroy and the Gilroy Library Patio. Each plaque may include names, dates and short phrases. Updating the program may include identifying available benches, exploring a cost structure for different locations, and increasing marketing efforts.

Example from Another Agency: Alameda County ArtsFund Grant Program

This program provides financial support to nonprofit arts organizers and the Public Art Program, responsible for commissioning and maintaining artwork in county facilities. The program accepts community donations and uses the contributed funds to provide grants to more than 100 arts and cultural organizations. Grants are awarded to qualifying organizations providing arts and cultural programs in the areas of visual art, dance, theater, music, literature, poetry, cultural events and traditions, and other related forms.

ALTERNATIVES

None.

FISCAL IMPACT/FUNDING SOURCE

None.

Attachments:

1. Donation and Fundraising Policy (Council - 01-22-24)



City of Gilroy

Donation and Fundraising Policy

PURPOSE

The purpose of this policy is to provide direction to City officials, appointees, and employees regarding the acceptance of donations by the City from donors, as well as the development and implementation of fundraising efforts. This policy is meant to formalize the process of receiving donations, and how to fundraise as may be commenced by the City, the Arts and Culture Commission, or the Parks and Recreation Commission.

POLICY

Unsolicited Donations

1. Requirements for accepting donations.
 - a. The donation must have a purpose consistent with City goals and objectives.
 - b. The City may decline any donation without comment or cause.
 - c. The donation will not be in conflict with any provision of law.
 - d. Any non-cash donation will be aesthetically and functionally acceptable to the City.
 - e. The donation will not add to the City's workload unless it provides a net benefit to the City.
 - f. The donation will not bring hidden costs such as starting a program the City would be unwilling to fund when the donation is exhausted.
 - g. The donation places no restriction on the City, unless agreed to by the City Administrator or Council.
 - h. The donation shall become property of the City.
 - i. All donations will receive recognition appropriate to the level and nature of the donation, as determined by Section 2(b) or 2(c). For those of a capital nature, that may be in the form of signage, marking, naming, or any other means the City may deem appropriate. Any naming of parks and recreation facilities shall be consistent with any City policy on the naming of such facilities. Regardless of the recognition strategy selected, the intent is to appropriately honor the donor for their contribution to the

community. The appearance of traditional commercial advertising shall be avoided.

- j. Donations equal to or exceeding \$5,000 shall be accepted through a written agreement consistent with the procedures herein. In-kind capital donations will be subject to normal City review, permitting, inspection, and insurance requirements.
- k. All information and documentation regarding a donor or donors and their respective donation may be public information subject to disclosure pursuant to the California Public Records Act.

2. Procedures for Accepting Donations.

a. Procedures for all Donations.

- 1. A Donation Acceptance Form must be prepared on all donations accepted, which shall be provided to the Finance Department if under \$5,000 in value and submitted to the City Council if the value is greater. The Donation Acceptance Form shall be updated from time-to-time to collect pertinent information for legal and procedural compliance.
- ii. An inappropriate donation is one that meets one of the criteria below, and is to be rejected:
 - 1. Any donation that would violate the requirements of Section 1 of this policy.
 - 2. Any donation that may be of offensive or morally questionable material.
 - 3. Any donation that is connected with a restriction that entails special consideration or favors beyond any other resident, donating or non-donating, as it pertains to activities or functions undertaken by the City in the provision of services or goods.
 - 4. Any other concern, real or perceived, that may result in a loss of reputation, appearance of impropriety, or other negative impact on the City from accepting the donation.

b. Donations under \$5,000.

- i. The City Administrator must approve of receiving the donation before it can be accepted.

- ii. If the donation is appropriate and to be received, the City Administrator or their designee must complete the report to be given to the Finance Department as described above.
 - iii. The City Administrator or designee shall determine the appropriate recognition, if the donation is accepted, for the donor(s).
- c. Donations of \$5,000 or more.
 - i. If the City Administrator determines that the donation is appropriate to be received, the City Administrator or designee shall prepare the report as described above to be given to the City Council at a public Council Meeting.
 - ii. The City Council shall decide in its sole and absolute discretion whether or not to accept the donation, and appropriate the expenditure of any accepted monetary donation.
 - iii. The City Council shall determine the appropriate recognition for the donor(s) if the donation is accepted.

Donation, Sponsorship, and/or Fundraising Programs

Fundraising may only:

1. Happen after a fundraising campaign is designed and established through a donation, sponsorship, and/or fundraising program approved by either the City Administrator or City Council, depending upon the nature of the program.
2. Be for official fundraising campaigns. The City does not accept fundraising for anything other than what is authorized in an approved program.
3. Be conducted in the manner as outlined in an approved program.

All donations shall be tendered to the Finance Department. The Finance Department will defer to the City Administrator or City Council's acceptance of each donation regarding its acceptable status.

Fundraising process

1. The Arts and Culture Commission, Parks and Recreation Commission, and/or City departments shall develop their donation, sponsorship, and/or fundraising programs in consultation with the City Administrator's Office and the Finance Department. In its simplest form, a proposed program may consist of a memorandum to the City Administrator indicating the following:
 - a. Goal of the sponsorship, donation, and/or fundraising activities.
 - b. Timeframe for the program.

- c. Target audience and method of outreach.
 - d. Procedure for acceptance and reporting of activities, ensuring internal controls.
 - e. The types of donor or sponsor recognition that is available for specified value of donorship or sponsorship, subject to City Council approval if the value of recognition is beyond the contract authority of the City Administrator or greater than the authority provided under this policy.
 - f. The sponsorship level or range of sponsorship levels for the naming of the City property if permitted. Sponsorship naming for parks or recreation facilities must also comply with the City of Gilroy Parks or Recreation Facilities Naming, Community and Memorial Contribution, and Gift and Sponsorship Policy, or otherwise be approved by the City Council.
 - g. Specified or maximum sizes and identification of location(s) of any signage in recognition of the donation or sponsorship and any restrictions on the text of the recognition signage.
2. The department staff designated to oversee the department's donation, sponsorship and/or fundraising activities will ensure that the proposed donation, sponsorship and/or fundraising program does not conflict with existing City Code provisions, City policy or existing City sponsorships. Department staff shall also ensure that the City property involved is not subject to restrictions that would limit or prohibit the proposed donation or sponsorship.
 3. The department staff accepting items donated to the City will ensure that the items are safe and durable, and meet any applicable City design or quality specifications, standards, and policies.
 4. Where applicable, the department's donation, sponsorship and/or fundraising program shall set forth the conditions for acceptance of funds. Conditions shall be fair, impartial and shall not discriminate on the basis of race, sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, national origin, or political views of the proposed donor.
 5. Any department considering acceptance of a donation or sponsorship that may impact or affect other departments shall consult with those departments prior to acceptance of the proposed donation or sponsorship.
 6. It shall be the goal of any departmental donation, sponsorship and/or fundraising program to find donors or sponsors providing the highest net benefit to the City, along with consideration of the quality of product or service to be received by the City.
 7. All donations in cash shall be deposited and recorded with the Finance Department and deposited in a manner as stated within current policies.

8. Unaccepted Donations will be returned to the Donor.

Sponsorship Agreements

After the selection of a sponsor by the City Council, City Administrator or a department head, pursuant to Unsolicited Donations section 2(b) or 2(c) above, the terms of the sponsorship, including any expectation of a significant return or recognition, shall be set forth in a written sponsorship agreement approved as to form by the City Attorney.

The City Administrator may include renewals of a sponsorship agreement at the City's option, provided that the aggregate of all the renewals is within the City Administrator's contract authority under the City Code and City Purchasing Policy. Any renewal shall be subject to annual appropriation by the City Council if City funding is involved.

Sponsorship agreements for parks or recreation facilities shall be subject to additional requirements as outlined in the City of Gilroy Parks or Recreation Facilities Naming, Community and Memorial Contribution, and Gift and Sponsorship Policy.

Costs, Accounting and Record Keeping

Departments shall maintain records that provide an audit trail for the receipt of all sponsorships and donations. Departments shall also comply with the following requirements:

1. All donations and sponsorships and the revenue, products, and services received shall be recorded and maintained for at least the expected life of the item or service, or for a specific time frame that has been established in the donation agreement or sponsorship agreement.
2. Donations or sponsorships paid for with a monetary contribution shall not be paid to staff in cash unless approved, in advance, by the Finance Department and department director and receipt of cash is properly documented.
3. A record of all sponsorships and donations including name, type, contact name if a company, amount, and disposition of sponsorship shall be kept up-to-date and accurate.
4. Departments shall report any donations or sponsorships accepted by the department through reports to the City Administrator's Office and the Finance Department.
5. A report shall be provided to the City Council for any donation equal to or greater than \$5,000 at the time the donation is given or offered.

Other Donations or Contributions

1. Real Property

Restricted donations of real property may be offered to the City for specified purposes. The City will review the proposed conditions of the restrictive donation

of real property, if any, and determine in its sole and absolute discretion whether or not to accept the donation. All donations of any interest in real estate shall require City Council approval.

A donation involving real estate is more complex than cash donations and the donation agreement documenting a real estate-related donation should be prepared and approved by the City Attorney's Office. Terms and conditions of such donations may vary from this policy's general requirements, based on approval of the City Council on a case-by-case basis.

2. Works of Art

If a contribution is proposed related to a work of public art covered by the City's Public Art Policy, the City's review and acceptance of the proposed contribution of public art shall be conducted in accordance with the City's Public Art Policy, which shall include the review and recommendation of the City's Arts and Culture Commission to the City Council and compliance with any policies adopted regarding donations of works of public art.

DISCLAIMERS AND MISCELLANY

1. Different forms of contributions to the City present different opportunities and challenges. Therefore, it is not possible to establish blanket guidelines to cover all types of donation or sponsorship activity that the City may decide to pursue.
2. Unless expressly stated otherwise, the City does not intend to modify or change the non-public forum status of any City property by providing donor recognition or sponsorship recognition on City property.
3. The making of a donation or sponsorship to the City will not provide any extra consideration to the donating or sponsoring party in relation to any City procurement, any regulatory activities of the City, or other City business. No City employee or other City official is authorized to offer any such extra consideration to a donating party.
4. Any donation or sponsorship which, if accepted, would obligate the City to enter into a service or procurement agreement should be reviewed under the City procurement process.
5. The City encourages donations of material and equipment with the understanding that such items have a useful life, and that the City assumes no responsibility for replacement or upkeep. Once a donation is accepted, it becomes City property and the City may maintain, replace or dispose of the item unless the donation is explicitly restricted and accepted by the City as such.
6. The City cannot guarantee the tax deductibility of a donation but may provide the donating party with a letter of acknowledgement and a statement of the City's intended use. No Council Member, appointee, employee, volunteer, or agent of

the City may state that a donation is tax deductible. Each donor must make their own determination as to whether a donated item or monetary contribution is tax deductible.

7. City staff, elected officials, and appointees shall maintain the highest standard of ethics in fundraising activities. All donations or sponsorships must directly enhance the City's ability to provide goods or services to the public or for another valid public purpose and may not be used for the personal financial or promotional gain of any City employee, elected official and/or appointee.
8. City employees who have primary responsibility for the procurement of services, supplies, materials and equipment or public works shall not engage in solicitation of donations or sponsorships.
9. City employees may only solicit donations or sponsorships pursuant to the individual department's donation, sponsorship, and/or fundraising programs approved by the City Administrator. City employees working in an enforcement or regulatory City position (i.e., Police, Fire, Code Enforcement, Building Inspection) shall not solicit donations or sponsorships from the public while they are wearing a City uniform, unless they receive explicit permission from the City Administrator.
10. At any time, the City Administrator, or a department if approved by the City Administrator, may reject any donation or sponsorship offered to the City.
11. Restricted donations that land outside of an authorized fundraising plan or are restricted to a degree where staff determines that the restriction is too limiting for effective use will not be accepted and will be returned to the donor. Pass-through donations to individuals or organizations via the City shall not be accepted.
12. Where an existing, specific policy governing donations and fundraising has already been enacted and conflicts with this policy, the previously enacted specific policy shall apply.