

I. MANAGEMENT OF MONETARY DONATIONS

A. PURPOSE

The purpose of this policy is to establish a process for the City of Killeen to accept monetary donations through utility bills and a procedure for distribution of those funds, as well as to establish eligibility for citizens to receive disbursements in limited circumstances.

B. DONATION PROCESSES

Except as provided in this policy, the City will accept monetary donations only. The City may provide an option on utility bills that allows utility customers to make voluntary contributions to the programs listed in this policy when paying their city utility bills. Donations may also be accepted in person by the Finance Department or by the respective departments as provided below. Donations will be collected throughout the year.

Offers of donations other than money or goods and services for Animal Services Unit (ASU) shall be forwarded by the Department Head to the Assistant City Manager to determine whether the City will benefit from the donation.

Programs or departments that accept donations other than those listed in this policy shall deposit donated money into the appropriate account established by the Finance Department. Any offers of non-monetary donations shall be forwarded by the Department Head to the Assistant City Manager to determine whether the City will benefit from the donation.

C. SENIOR CITIZEN UTILITY BILL ASSISTANCE PROGRAM

1. PURPOSE

The purpose of this policy is to establish a process for the city to accept monetary donations and a procedure for distribution of those funds, as well as to establish eligibility criteria for senior citizens to receive financial assistance on their City of Killeen utility bills.

2. APPLICATION AND ELIGIBILITY

In order for a senior citizen to be considered, a written application must be submitted to the Executive Director of Finance or designee.

Eligible senior citizens must receive a utility bill from the City of Killeen and be 60 years of age at the time of application. An eligible applicant may remain on the program for a period of six months, and may reapply after being off of the program for six months.

3. PUBLIC PURPOSE

The public purpose served by this program is to reduce the impact on community resources by providing assistance to senior citizens who are unable to pay their utility bills.

D. SUMMER YOUTH PROGRAMS

1. PURPOSE

The purpose of this policy is to establish a process for the City of Killeen to accept monetary donations and a procedure for distribution of those funds through scholarships for children unable, or in need of assistance to attend/participate in City Recreation Services fee-based programs, as well as to establish eligibility criteria for youth and their families.

2. DONATION ACCEPTANCE

Acceptance of monetary donations and management of the account will be by the Executive Director of Recreation Services or designee.

3. APPLICATION AND ELIGIBILITY

In order for a child to be considered, a parent or guardian must submit a written application to the Executive Director of Recreation Services or designee. Applications will be available year-round. Factors considered for eligibility will include proof that the applicant receives state or school assistance.

Eligible children must live in the City of Killeen and be ages 4 to 17. Assistance will only be provided for the following: City-Based Programs, Events, Camps, Clinics, Activities, Lessons, Facility Memberships and Summer Pool Passes. Scholarships ARE NOT available for single admissions to facilities or programs co-sponsored by other organizations.

After a determination of eligibility, City staff will contact the parent/guardian to coordinate enrollment in Recreation Services programs. Each child may receive up to \$100 with a maximum of \$200 per family per calendar year. Funds will be disseminated on a first come, first served basis of eligibility until depleted, and are intended to provide a fee reduction regarding the registration cost of youth programs. Recreation Services will accept and award these applications as long as there is funding available through these contributions, no funds will be given directly to participants.

4. PUBLIC PURPOSE

The public purpose served by this program is to provide financial assistance to children who are unable to attend City Recreation Services fee-based programs: Events, Camps, Clinics, Activities, Lessons, Facility Memberships and Summer Pool Passes.

E. ANIMAL SERVICES UNIT (ASU)

1. PURPOSE

The purpose of this policy is to establish a process for the City of Killeen to accept monetary donations and a procedure for distribution of those funds.

2. DONATION ACCEPTANCE

Management of the account will be by the Executive Director of Recreation or designee. Monetary donations will be accepted in person by the ASU Manager or designee. ASU may also accept donations of goods or services for the care of the animals in its care. Donations may include but are not limited to: food, blankets, towels and detergent.

3. USE OF FUNDS

Funds will be used primarily to provide spay and neuter services for animals in the care of ASU, but may be reallocated based upon need, as determined by the City Manager or designee. The funds in the ASU donation account are to be used exclusively for the benefit of the animals in ASU care.

4. PUBLIC PURPOSE

The public purpose served by this policy is to reduce the impact on community resources by providing spay and neuter services for animals in the care of ASU.

F. DISBURSEMENT OF FUNDS

Availability of funds for the programs in Sections C-E will be based upon contributions to each donation account, unless otherwise funded through the annual budget.