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CITY POLICY

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# CITY OF YREKA



Subject: Gifts  
Policy Number: 2007-1  
Date Adopted: October 18, 2007  
Revised Date: December 15, 2010

## BACKGROUND:

The public servants and the community are already generally aware of the value that agencies place on ethics. A no-gifts policy and its enforcement will more likely be perceived as a natural extension of the City's culture of ethics and will foster the confidence of the general public that the business of the City is conducted fairly and without bias.

**PURPOSE:** To establish a uniform policy relating to the acceptance of gifts, including gratuities or rewards.

**SCOPE/APPLICATION:** This policy applies to all appointed officials and employees of the City of Yreka.

## POLICY:

No City of Yreka official or employee may accept any gift in connection with their service to the City of Yreka, this includes but is not limited to free gifts from vendors sent in exchange for placing an order, i.e. office supplies. Gifts of alcohol are not permitted.

## EXCEPTION:

City of Yreka officials and employees may accept edible gifts of nominal value that are shared with a wide range of colleagues at the City. City officials and employees may accept items that can be displayed in public areas of City Hall, the Police Department or Public Works building (such as flowers).

City officials and employees may accept handmade items by and from children under age 16.

This policy does not affect the authority of the City of Yreka to accept gifts (for example, donations or bequests) in furtherance of its governmental purposes.

DEFINITIONS:

"Employees" include all regular full-time or part-time employees, temporary and contract employees, and includes volunteers.

"Gift" means any bestowal of money, any item of value, service, loan, thing or promise, discount or rebate for which something of equal or greater value is not exchanged. Payments for travel, entertainment and food are gifts. "Gift" does not include 1) 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, 2) inheritances, 3) plaques or trophies, and 4) campaign contributions.

PROCEDURES:

The City of Yreka, and its officials and employees, will take steps to publicize this policy to the public, vendors and others.

Upon being offered or receiving a gift prohibited by this policy, an individual must notify the gift giver of this policy and graciously decline or return the gift.

If the gift is anonymous, the recipient must deliver the gift to the City Manager, who will convey the gift to a charitable organization.

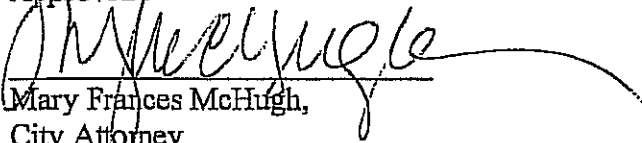
NOTES:

Compliance with this policy does not excuse compliance with the Political Reform Act's requirements relating to gifts.



Steve Baker, City Manager

Approved:



Mary Frances McHugh,  
City Attorney