

**RESOLUTION 26-06**

**A RESOLUTION OF THE SOUTH WEBER CITY COUNCIL  
ADOPTING A DONATION POLICY**

**WHEREAS**, residents, businesses, and organization desire to donate to the city from time to time to enhance parks, programs, and community events; and

**WHEREAS**, the city wishes to establish clear rules for accepting, using, and recognizing contributions while remaining fair and transparent; and

**WHEREAS**, staff drafted a policy which was approved by both the Parks Committee and Recreation Committee;

**NOW THEREFORE BE IT RESOLVED** by the Council of South Weber City, Davis County, State of Utah, as follows:

**Section 1. Adoption:** The Donation Policy is adopted in full as attached herein as **Exhibit 1**.

**Section 2: Repealer Clause:** All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

**PASSED AND ADOPTED** by the City Council of South Weber, Davis County, on the 24<sup>th</sup> day of March 2026.


Roll call vote is as follows:

Council Member Halverson	<input checked="" type="radio"/> FOR	<input type="radio"/> AGAINST
Council Member Petty	<input checked="" type="radio"/> FOR	<input type="radio"/> AGAINST
Council Member Dills	<input checked="" type="radio"/> FOR	<input type="radio"/> AGAINST
Council Member Davis	<del><input type="radio"/> FOR</del>	<del><input type="radio"/> AGAINST</del>
Council Member Winsor	<input checked="" type="radio"/> FOR	<input type="radio"/> AGAINST

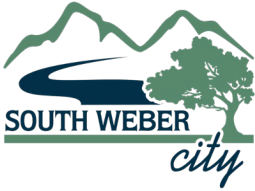
EXCLUDED

  
Rod Westbroek, Mayor



  
Attest: Lisa Smith, Recorder

# RES 26-06 Exhibit 1



## DONATIONS AND SPONSORSHIPS POLICY

### Section 1: Purpose

The purpose of this policy is to establish a comprehensive framework for the acceptance, management, and utilization of donations and sponsorships for all South Weber City programs, facilities, and events. This policy aims to ensure transparency, accountability, and alignment with the City's mission to enhance public resources through community and private contributions. It also supports equitable treatment of donors and the public, fosters community partnership, and ensures compliance with local and state laws.

### Section 2: Definitions

- *Amenities*: Tangible features provided within City parks, trails, or facilities, including but not limited to benches, pavilions, playground equipment, picnic tables, water features, recreational structures, sculptures, signage, or landscaped areas.
- *Donation*: A voluntary and irrevocable transfer of money, real property, personal property, or in-kind services to the City, provided without consideration, expectation of return, or compensation of any kind.
- *Donor*: Any person, corporation, partnership, organization, foundation, or other legal entity that provides a donation to the City, whether monetary, in-kind, or otherwise.
- *In-Kind Services*: Donated services, materials, labor, or equipment provided to the City without charge, used in support of City projects or programs.
- *Personal Property*: Any movable items, materials, goods, or chattels donated to the City, excluding real property, that may be used for municipal purposes or sold to generate revenue for City programs.
- *Real Property*: Land, buildings, or other immovable assets that are permanently affixed to land, which may be donated to the City for public use or benefit, subject to compliance with local, state, and federal regulations.
- *Recognition*: Public acknowledgment provided to a donor or sponsor in appreciation of their contribution, which may include but is not limited to plaques, signage, naming rights, certificates, or mentions in City publications.
- *Sponsor*: Any person, corporation, partnership, organization, foundation, or other legal entity that pays some or all of the costs for sponsorship to the City, whether monetary, in-kind, or otherwise.

- *Sponsorship*: A financial or in-kind contribution made by a sponsor, typically in exchange for specific recognition, advertising opportunities, or association with a City program, event, or facility.
- *Volunteer Service*: Non-compensated labor, expertise, or services rendered by individuals or groups for the benefit of City programs, facilities, or events, with prior authorization and oversight by the appropriate City department.

### **Section 3: Acceptance of Donations**

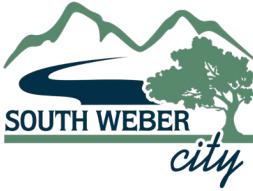
- Monetary donations at or above \$10,000 require City Council approval.
- Monetary donations under \$10,000 may be approved by the Mayor or City Manager.
- Non-monetary donations over \$5,000 require City Council approval.

### **Section 4: Use of Donations**

- 4.1 Dedicated Use
  - Donations shall be used solely for amenities within City Council approved master plans, unless approved by City Council.
  - Redirecting funds requires City Council approval.
  - If a designated project is canceled, funds may be redirected to a similar purpose with donor consent or City Council approval.
- 4.2 Special Campaigns and Matching Funds
  - The City may announce time-limited campaigns for specific amenities or projects.
  - Matching programs may be offered where the City matches private donations dollar-for-dollar up to a predetermined amount.
  - Campaign rules and sponsor benefits shall be adopted by resolution and listed publicly during the active campaign.
  - All donations and sponsorships described in this section must comply with the guidelines of this policy and may be subject to administrative and legal review based on value, scope, or visibility.

### **Section 5: Recognition of Donors**

- Anonymous giving is allowed.
- Recognition tiers:
  - Gold (\$10,000+): Wall of Honor plus silver and bronze level recognition
  - Silver (\$5,000 - \$9,999): Plaque (or similar on-site) plus bronze level recognition
  - Bronze (\$1–\$4,999): Digital and City newsletter mention.



## **Section 6: Specific Donation & Sponsorship Programs**

### **6.1 Park Improvements**

- Donations to park improvements shall be used for enhancements or amenities within the City's approved Parks Master Plan. Examples include benches (\$1,500), picnic tables (\$1,750), trees, shade canopies, playground equipment, recreational structures, etc.
- Recognition according to donor tier (see Section 5).
- City retains full ownership; warranty and ADA compliance documentation required.

### **6.2 Event Sponsorships**

- Eligible events include but are not limited to the following: Concerts in the Park, Halloween Bash, Breakfast with Santa, 9/11 Day of Service, Daddy Daughter Date, Mother Son Date, Senior Lunch, and Spring Cleanup.
- Sponsorship Levels:
  - Platinum Sponsor (\$500 and above): Includes above + logo in city newsletter and one social media highlight.
  - Gold Sponsor (\$251–\$499): Includes above and 1 banner at event provided by sponsor (no larger than 3 feet by 5 feet).
  - Silver Sponsor (\$101–\$250): Includes above and verbal recognition at event (where applicable).
  - Bronze Sponsor (\$25–\$100): Website and event promotion mention.
- In-Kind Event Sponsorships: May be accepted at the City's discretion if sponsorship offsets substantial operational costs and provides community value.

### **6.3 Recreation Team & League Sponsorships**

- Overview: Businesses, organizations, or individuals may sponsor City recreation teams, leagues, or entire programs (e.g., youth baseball, softball, soccer, basketball). Sponsorship helps offset registration costs, equipment, and facility maintenance while promoting community engagement.
- Team Sponsorship:
  - Logo or name on team jerseys
  - Soccer (6-12 players): \$125-\$250
  - Volleyball (10 players): \$150
  - Flag Football (10 players): \$150
  - Baseball (12 players): \$295-350

- Softball (12 players): \$350
- League Sponsorship (one age group):
  - Logo or name on all teams' jerseys in age division.
  - Website and newsletter recognition.
  - Soccer (60-100 players): \$1,925 - \$2,310
  - Volleyball (30 players): \$450
  - Flag Football (30 players): \$150 - \$450
  - Baseball (24-72 players): \$700 - \$1,770
  - Softball (24 players): \$700
- Program Sponsorship (all ages):
  - Logo or name on all teams' and all divisions' jerseys.
  - Website and newsletter recognition.
  - Banner displayed at game sites.
  - Soccer (450 players): \$8,500
  - Volleyball: NA
  - Flag Football (80 players): \$1,100
  - Baseball (264 players): \$6,930
  - Softball (60 players): \$1,750
  - All Baseball and Softball (324): \$8,680
- Facility, Equipment & Gear Donations:
  - Contributions to purchase of shared league gear, equipment, or facility upgrades (e.g., balls, goals, pads, scoreboards, stands, dugouts, etc.).
  - Recognition follows donor recognition tiers (see Section 5).
  - Full Equipment Set (\$750+): Sponsor listed as official equipment donor for the season, plaque on site or gear storage.
- Administrative Notes:
  - Sponsorship packages may be adjusted by the City Manager or Recreation Director.
  - All uniforms and signage must comply with City design and family-friendly standards.
  - The City reserves final discretion to approve or reject sponsors based on community standards and relevance to youth programs.

## **Section 7: Compliance and Refusal**

- City may refuse any donation that:
  - Conflicts with law or values,
  - Impose burdens,
  - Creates conflict of interest or appearance of impropriety.