

CITY OF TOLEDO POLICY AND PROCEDURE		City Council City Enhancement and In-Kind Services Policy		
Number:	902	DATE APPROVED:	May 5, 1999	DISTRIBUTION: N/A
Effective Date:	5/5/99	METHOD:	City Council	PAGE NO. 1 OF 2

PURPOSE: The City of Toledo intends to make limited funds available or provide in-kind services to social service and civic organizations that provide direct services to Toledo citizens or enhance the quality of life in the community. Funding will be made available on a competitive basis.

A. Policies and Procedures - Contributions

- 1) Amount of Funding - Funding designated for contributions shall be limited to a maximum of 10% of state shared liquor tax and cigarette tax for fiscal year 1999-2000. For fiscal year 2000-2001 and thereafter, funding shall be limited to a maximum of 15% of state shared liquor tax and cigarette tax. Funding shall be allocated only if sufficient revenues are available to fund city services at a level acceptable to the City Council.
- 2) Application Procedure - Organizations requesting contributions shall make applications for funding no later than February 1st on a form provided by the City.
- 3) Contribution Review Committee (CRC) - A five member contribution review committee shall be established. The committee shall consist of one member of the City Council, one member of the city staff as designated by the City Manager, one citizen Budget Committee member and two citizens at large appointed by the mayor with the consent of the City Council. Any member of the CRC who is an officer or member of an organization requesting funds shall not vote on or participate in the deliberations relating to a contribution request from that organization.
- 4) Contribution Review Committee (CRC) Responsibilities - The CRC shall review all requests for contributions and prepare a recommendation for funding to the City Council. The total amount recommended for funding shall not exceed 10% of the anticipated state liquor and cigarette tax receipts for fiscal year 1999-2000 and 15% for fiscal year 2000-2001 and thereafter. The CRC shall forward its recommendation to the city Budget Officer for inclusion into the annual city budget. The Budget Officer shall review the CRC's recommendation with the City Council prior to the preparation of the final proposed budget document. In making its recommendation, the CRC shall consider the following criteria:
 - a) Record of service to the citizens of Toledo.
 - b) Financial and management capability of the requesting organization to provide services.
 - c) Positive impact the contribution may have on supplementing an activity or direct service provided by the City to Toledo citizens.
 - d) Number of citizens receiving direct services from the organization requesting funds.
- 5) Final Decision - Decisions on all requests for contributions shall be made by the City Council.

B. In Kind Services - The City of Toledo may provide limited in-kind services for projects or activities sponsored by civic or non-profit organizations. In-kind services may be provided only if a finding can be made that the project or activity will provide services to or benefit the entire community. The City Manager shall have the authority to approve requests for in-kind services of eight hours or less. Approval shall be granted only if the in-kind services will not substantially interfere with the provision of regular city services to the citizens of Toledo.

Requests for in-kind services in excess of an eight hour period shall be made to the City Manager. The City Manager shall forward the request, with a recommendation, to the City Council at a regularly scheduled meeting. The decision of the City Council shall be final.