BACKGROUND

The City continually receives non-monetary gifts from our sister cities, various municipal and community groups, and other organizations interested in and supportive of municipal affairs. There has never been a system to catalog these gifts, store them in a centralized location, and display them on a rotating basis.

PURPOSE

The purpose of this policy is to establish a procedure covering the inventory, storage, and display of all non-monetary gifts to the City organization as a whole. These would generally consist of commemorative items such as plaques, certificates, small art works, etc.

This procedure is not intended to cover non-monetary gifts made to specific departments, which are for use in a department's operations or service delivery programs or which in some other way relate to a specific City department and not to the City as a whole. Examples of gifts not covered by this procedure would be books, computer terminals, or display items donated specifically to the Library or trophies awarded to the Fire Department for muster competitions.

POLICY

It is the policy of the City of San José that all gifts given to the City in general be inventoried, stored in Purchasing Division's Las Plumas warehouse, and displayed on a rotational basis in display cases located at strategic locations in City Hall.

PROCEDURE

A. Inventory Of Gifts
   1. Gifts received up to the present (10/1/85). The City Clerk shall issue a memorandum to all current Councilmembers, department heads, and other individuals who may have gifts given to the City in their possession. These individuals shall be asked by the City Clerk to list all the gifts that they have and their location. The Clerk’s Office and the General Services Department shall then assemble all the gifts identified and inventory them. Following this inventory process all gifts shall be stored with other City gifts.
   2. Ongoing inventory of gifts from the present date forward. Gifts given to the City shall be reported and transferred to the City Clerk’s Office for inventory. The Clerk’s Office shall then transfer the gifts to General Services for centralized storage.

B. Centralized Storage

All gifts to the City shall be stored in a centralized location at the Las Plumas Warehouse by the General Services Department. General Services shall supply security for the gift items and store them in such a manner that any specific item can be located and retrieved from storage for display purposes.
C. Display of Gifts

The City Clerk's Office shall take responsibility of arranging for rotating displays of gifts to the City. The Clerk's Office shall periodically request General Services to deliver selected gifts to them for display and return other gifts to storage. There are a number of possible locations for display of these gifts. Among these possibilities are:

1. Placement of a display case in the City Council Offices lobby which would allow for the display of items such as plaques, medallions, and other small works of art which could be placed on shelves inside the glass case.

2. A similar display case could also be placed in the City Hall lobby under the pictures of current Councilmembers.

3. Finally, room could be made for a permanent wall display area where plaques, pictures and similar items could be hung on a rotating basis. This could be done in the City Council Offices lobby area.