



Text File

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Bill No: 2021-1044, **Version:** 1

Committee: Committee on Finance and Law

Status: Passed Finally

Ordinance supplementing the Pittsburgh City Code, Title One: Administrative, Article VIII: Procedures by adding a new chapter 166: Donation of City Personal Property to create a policy for the donation of City-owned Personal Property.

The Council of the City of Pittsburgh hereby enacts as follows:

Section 1. The Pittsburgh City Code is hereby amended by adding a new Chapter 166: Donation of City Personal Property as follows:

Chapter 166: Donation of City Personal Property

Section 166.01: Authority of the Directors of the Department of Finance and Office of Management and Budget to Donate City Personal Property

(a) The Director of the Department of Finance and the Director of the Office of Management Budget are hereby authorized to donate City personal property for which the City has no use or is no longer needed by the City and which is deemed desirable by the Mayor.

Section 166.02: Procedures for the Donation of City Personal Property

(a) The Director of the Department of Finance and/or the Director of the Office of Management and Budget shall create and make available a Donation Request Form on which Department Directors shall list information, if applicable, about the external entity proposed to receive the City-owned personal property, describe the City-owned personal property, and provide a good faith estimate of the value of the City personal property, using best available practices to do so.

(b) If the proposed donation involves City-owned personal property procured with the proceeds of tax-exempt bonds or grant funds, the Department or Bureau initiating the donation must include such information in the Donation Request Form prior to donation of the property to determine what, if any, limitations exist on the donation of such property.

(c) The Department Director shall submit the form to the Director of the Department of Finance and/or the Director of the Office of Management and Budget who may initiate the approval process for the donation of the City personal property per Section 166.03.

Section 166.03: Approval Process for the Donation of City Assets and Property

(a) The donation of City personal property equal to or exceeding five thousand dollars (\$5,000.00) in value, as listed on the Donation Request Form and as approved by the Director of the Department of Finance and/or the Director of the Office of Management and Budget, shall be submitted to City Council in the form of a Resolution to seek approval.

(b) The donation of City personal property between five hundred dollars and one cent (\$500.01) and four thousand nine hundred and ninety-nine dollars and ninety-nine cents (\$4,999.99) in value, as listed on the Donation Request Form and as approved by the Director of the Department of Finance and/or the Director of the Office of Management and Budget, shall be communicated to and may be approved by City Council through a read and adopted process with a single vote.

(c) The donation of City personal property equal to or less than five hundred dollars (\$500.00) in value, as listed on the Donation Request Form and as approved by the Director of the Department of Finance and/or the Director of the Office of Management and Budget, may be approved at the discretion of the Director of the Department of Finance and/or the Director of the Office of Management and Budget and properly recorded.

(d) The City shall comply with all federal Internal Revenue Service (IRS) and State Department of Revenue regulations.

(e) The City shall not donate personal property that would violate the Charter or Code of Ordinances of the City of Pittsburgh or other applicable law, would jeopardize the City's status as an exempt organization, could damage the reputation of the City, or creates a conflict of interest.