

**Resolution 2025- 008**

**TOWN OF EDGEWOOD**

**A RESOLUTION OF THE TOWN OF EDGEWOOD ESTABLISHING A POLICY REGARDING GIFTS TO COMMISSIONERS, APPOINTEES, AND STAFF**

**WHEREAS**, the Town of Edgewood values integrity, transparency, and impartiality in its governance and operations; and

**WHEREAS**, the Town seeks to avoid any appearance of impropriety or undue influence related to gifts provided by organizations, constituents, or any other parties; and

**WHEREAS**, the Town of Edgewood desires to establish a clear and equitable process for handling unsolicited gifts to commissioners, appointees, and staff to ensure fairness and compliance with ethical standards.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE TOWN OF EDGEWOOD AS FOLLOWS:**

**Section 1. Prohibition of Personal Acceptance of Gifts**

Commissioners, appointees, and staff shall not personally accept gifts from any organization, constituent, or other party that may be perceived as an attempt to influence decision-making, policy outcomes, or the awarding of contracts.

**Section 2. Definition of a Gift**

For the purposes of this resolution, a "gift" is defined as any tangible or intangible item of value, including but not limited to money, goods, services, discounts, tickets, or promotional items. Exceptions include nominal items such as pens, calendars, or other promotional materials of minimal value (under \$25).

**Section 3. Procedure for Handling Gifts**

1. **Immediate Reporting:** Any gift received by a commissioner, appointee, or staff member in their official capacity shall be reported to their department head, the Town Manager and Town Clerk within two (2) business days of receipt.
2. **Logging of Gifts:** All reported gifts shall be documented in a centralized Gift Log maintained by the Town Manager/Clerk. The log shall include:
  - The name of the recipient
  - The date the gift was received
  - A description of the gift
  - The estimated value of the gift
  - The name of the donor (if known)
  - The disposition of the gift

3. **Disposition of Gifts:** Gifts will be handled as follows:
- **Gifts of Perishable Items:** Perishable items (e.g., food, beverages) shall be shared among all staff members in a communal area whenever feasible.
  - **Non-Perishable Gifts:** Non-perishable gifts shall be given via a random drawing among staff members who wish to participate. This includes the individual who initially received the gift.
  - **Unacceptable or Restricted Gifts:** Gifts that cannot be ethically or legally accepted (e.g., cash, items with a conflict of interest) shall be returned to the donor with a letter explaining the Town's policy.
4. **Random drawing Procedures:** Random drawings will be conducted in an equitable manner overseen by the Town Manager/Clerk or their designee to ensure fairness.

#### **Section 4. Public Accessibility**

The Gift Log shall be available for public inspection during regular business hours to promote transparency and accountability.

#### **Section 5. Training and Awareness**


The Town shall provide annual training to commissioners, appointees, and staff on the gift policy to ensure understanding and compliance.

#### **Section 6. Violations**

Failure to comply with this resolution may result in disciplinary action in accordance with Town policies and procedures.

**PASSED, APPROVED AND ADOPTED THIS 28th DAY OF JANUARY, 2025.**

**TOWN OF EDGEWOOD, NM**

  
Kenneth Brennan, Mayor

**ATTEST:**

  
Michelle Jones Clerk/Treasurer

