Finance Committee Memorandum

TO: **FINANCE COMMITTEE MEMBERS**   DATE: **JUNE 14, 2017**

FROM: **FINANCE DEPARTMENT**   WARDS: **ALL**

SUBJECT: **REVIEW OF PROPOSED DONATION ACCEPTANCE POLICY - DIRECT SUBMITTAL**

ISSUE:

Review and provide comments on a proposed policy regarding the acceptance of funds or tangible items donated to the City.

RECOMMENDATION:

That the Finance Committee:

1. Review and provide input on the attached proposed Donation Acceptance policy (Attachment 1); and

2. Recommend the City Council authorize the Chief Financial Officer, Department Directors, and Elected Officials to accept donations on behalf of the City subject to the terms and limitations of this policy; and

3. Recommend to the City Council that they approve this new policy.

BACKGROUND:

Various financial and non-financial donations are offered to the City of Riverside (City) on a regular basis, for general or specific purposes. The City does not have a formal policy for accepting donations outside the Library and Museum departments, which are governed by City Charter Section 808(f) and the Riverside Municipal Code Section 2.12.020(f), respectively.

Staff has prepared a draft policy to provide uniform criteria and procedures to guide the review and acceptance of such donations, confirm that the City has relevant and adequate resources to administer such donations, and ensure that the City appropriately acknowledges the generosity of the donor.

DISCUSSION:

Periodically, the City is the recipient of monetary donations or tangible items to be used either by specific request of the donating party or as needed by the receiving department. In order to provide formal guidelines to accept donations, staff has developed a donation policy.

Historically, donations of all types have been received and approved by City Council regardless of donation amount. To eliminate the administrative burden staff has proposed that Department Directors, Elected Officials and the Chief Financial Officer be given authority to receive donations on behalf of the City, as follows:

- The Department Directors and Elected Officials will accept donations valued at $2,500 and below.
- The Chief Financial Officer/Treasurer will accept donations valued between $2,500 and $25,000.
- Any donation valued above $25,000 will be sent to City Council for review and approval.

The Library and Museum will continue accepting donations in accordance with provisions of the City Charter Section 808(f) and Riverside Municipal Code Section 2.12.020(f), respectively.

   a. The Library Board of Trustees shall have the power and duty to accept money, personal property or real estate donated to the City Library for library purposes, subject to the approval of the City Council.
   b. The Board of the Metropolitan Museum shall make recommendations to the City Council in regards to acceptance or rejection of all proposed gifts of money or real property which are specifically designated for the City Museum purposes; and accept gifts of specimens and artifacts for museum use on behalf of the City, with periodic ratification of such acceptance by the City Council.

One of the best ways to encourage continued support from donors is to recognize them for their generosity. Guidelines have been developed for the formal acknowledgement of a donation. Policies and procedures for acknowledging gifts and thanking and recognizing donors form the foundation of a successful stewardship program for the City. These same policies and procedures also help staff to work more efficiently while preserving institutional knowledge and shorten the learning curve for new staff.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Edward Enriquez, Controller
Certified as to availability
of funds: Scott Miller PhD., Chief Financial Officer /City Treasurer
Approved by: Marianna Marysheva, Assistant City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachments:
   1. Donation Acceptance Policy
   2. Donation Acceptance Form
   3. Presentation