



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL**      **DATE: JULY 11, 2017**  
**FROM: FINANCE DEPARTMENT**      **WARDS: ALL**  
**SUBJECT: REVIEW OF PROPOSED DONATION ACCEPTANCE POLICY**

## **ISSUE:**

Approve the proposed policy regarding the acceptance of funds or tangible items donated to the City.

## **RECOMMENDATIONS:**

That the City Council approve the proposed Donation Acceptance Policy.

## **COMMITTEE RECOMMENDATION:**

On June 14, 2017, the Finance Committee with Chair Soubirous, Vice Chair Burnard and Member Perry to review the proposed donation acceptance policy. After discussion, the Finance Committee approved the report as presented and recommended forwarding to the full City Council by a unanimous vote.

## **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 Riverside Municipal Code Section 2.12.020(f), respectively. In addition, City Charter Section 1202(b) requires that the Riverside Public Utilities (RPU) Board approve donations to the RPU above \$50,000.

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 above \$2,501 and up to \$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.

- 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.
- 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.

Pursuant to City Charter Section 1202(b), the Riverside Public Utilities Board will continue reviewing and approving any donation to the RPU in excess of \$50,000, prior to the City Council approval.

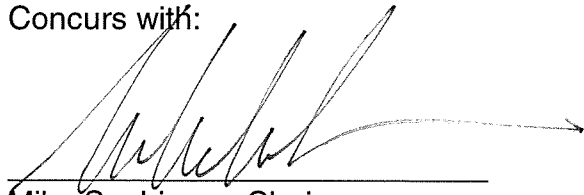
One of the best ways to encourage continued support from donors is to recognize them for their generosity. Guidelines have been developed for the formal acknowledgement of a donation. Policies and procedures for acknowledging gifts and thanking and recognizing donors form the foundation of a successful 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 G. Miller, PhD, Chief Financial Officer/City Treasurer  
Approved by: Marianna Marysheva, Assistant City Manager  
Approved as to form: Gary G. Geuss, City Attorney

Concurs with:

A handwritten signature in black ink, appearing to read 'Mike Soubirous', is written over a horizontal line. The signature is stylized with a long, sweeping horizontal stroke at the end.

Mike Soubirous, Chair  
Finance Committee

Attachment:

1. Donation Acceptance Policy
2. Donation Acceptance Form