



Legislation Text

File #: 19-565, **Version:** 1

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SUBJECT: Adoption of Resolution to Implement a Donation and Gift Policy as Part of the City's Administrative Policies and Procedures

REPORT IN BRIEF

Considers the adoption of a Resolution to implement a Donation and Gift Policy for the City of Merced.

RECOMMENDATION

City Council - Adopt a motion adopting **Resolution 2019-62**, a Resolution of the City Council of the City of Merced, California, Adopting the Donation and Gift Policy.

ALTERNATIVES

1. Adopt as recommended by staff; or,
2. Adopt with amendments (specify in motion); or,
3. Continue to a future meeting (specify date in motion); or,
4. Deny

AUTHORITY

City of Merced Charter, Section 200.

CITY COUNCIL PRIORITIES

N/A

DISCUSSION

Often times citizens of Merced would like to donate money, goods, or services to the City of Merced. During the economic downturn, the donations were few and far between as citizens were more conservative with their money. As the economy in Merced has improved, the City has seen a rise in individuals, businesses, and organizations wanting to donate to the City.

Currently, all donations are brought before the City Council for acceptance and appropriation to the designated expense account for use of the donated funds. In order to expedite the process, staff is recommending putting in place a policy to help facilitate this.

Staff researched policies that other municipalities use and created one that will decrease staff time and make the funding available for use in a timely matter. The policy essentially sets a threshold in which donations must come before the City Council. This will allow staff to accept, appropriate, and

use the donation as intended by the donor without creating an administrative report that must be routed and approved before being placed on a Council agenda which can take an extended amount of time.

The attached Donation and Gift Policy allows for donations up to \$5,000 to be accepted by the City Manager and appropriated to the designated expense account by the Finance Officer. All donations above the \$5,000 threshold will still come before the Council for acceptance and appropriation.

Any future changes to the threshold dollar amount would require Council approval.

IMPACT ON CITY RESOURCES

The amount of staff time is expected to be greatly reduced when accepting small to medium sized donations.

ATTACHMENTS

1. Resolution for Donation and Gift Policy