



CITY COUNCIL FISCAL AND ADMINISTRATION SUBCOMMITTEE AGENDA REPORT

Meeting Date: 9/27/2021 (continued from 9/14/21)

From: Stuart Schillinger Assistant City Manager

Subject: Donation Policy

Community Goal/Result

Fiscally Prudent

Community Building

Purpose

Ensure donations made to the City of Brisbane are for areas of need within the City and the donor does not expect special consideration for the donation.

Recommendation

Discuss the report and provide direction regarding bringing the policy to City Council.

Background

The City periodically receives donations for various City programs. In the past the City has received donations for its canine unit, storage space for the pool, Skateboard Park, and the playground equipment at the Community Park. In addition, the City has funded its Concerts in the Park through donations.

Recently it has come to light that the San Francisco Public Works Department had been inappropriately requesting donations from its vendors. Although, the City has been very clear with its donors that any donation made does not provide the donor any special benefits, management thought this was a good time formalize the donation policy for the City of Brisbane. A more formal donation policy will ensure that all donors and non-donors will be treated equitably, donations are made for purposes that are a priority for the City, and staff has thought through all implications of donations made.

Discussion

The policy defines the roll of Council Members, Commissioners, Committee Members, and staff will have in receiving and requesting donations.

Small unrestricted donations below \$5,000 can be received by the City Manager. Since these are unrestricted they can be used for any purpose the City Council has already approved. Unrestricted donations above \$5,000 or restricted donations above \$500 will need to be approved and received by the City Council.

If staff wants to solicit donations directly from the public for programs, or infrastructure staff will need to develop a donation plan. City staff will develop a Fund Raising Plan and shown in Exhibit A of the policy. This ensures the fundraising is for a City priority project, it outlines what type and amounts of donations are anticipated, as well who the anticipated donors would be.

Fiscal Impact

The fiscal impact will depend on the amount of donations the City will receive in the future. However, the purpose of the donation policy is to ensure any donations the City receives is through an open process that the community is aware of.

Measure of Success

Donations made to the City are for purposes that are a priority for the City and that any donation solicitation program is transparent.

Stuart Schillinger

Stuart Schillinger, Assistant City Manager



Clay Holstine, City Manager