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**Title:** Action on Donation for the Purchase, Installation, and Maintenance of a Tree at Mission City Memorial Park, and Related Budget Amendment

**Sponsors:**

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Date	Ver.	Action By	Action	Result
8/28/2018	1	City Council and Authorities Concurrent	Approved	

**REPORT TO COUNCIL**

**SUBJECT**

Action on Donation for the Purchase, Installation, and Maintenance of a Tree at Mission City Memorial Park, and Related Budget Amendment

**BACKGROUND**

City Council Policy #016-Gifts to the City requires review of donation and conditions of acceptance, if any, and whether acceptance would be beneficial or burdensome to the City. Jennifer Sparacino, former City Manager and long-time City resident has offered to donate \$1,635 to purchase, install, and maintain a tree at Mission City Memorial Park in honor of her late mother, Virginia Dunn. The donation supports beautifying the City’s cemetery at no additional cost.

**DISCUSSION**

The donation has been offered with the condition that it be used to purchase, install, and maintain a tree at Mission City Memorial Park. The donation includes funds for a 24’ box Tulip Magnolia tree, supplies, labor to install, annual periodic maintenance and one replacement, if necessary. The City does not foresee potential liability to the City, the donor, or the public with acceptance of the donation.

The donation would benefit the City and community as a whole by beautifying the City’s cemetery, and there are no foreseen drawbacks to acceptance of the donation. Staff has determined that the FPPC Form 801 need not be prepared because the gift does not have a specific end recipient. In accordance with City Council Policy #016, and City Manager Directive #70, the staff recommends acceptance of the donation.

**ENVIRONMENTAL REVIEW**

The donation of funds being considered does not constitute a “project” within the meaning of the

California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment. If the donation is approved, the planting of the tree is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15304(b) ("Minor Alterations to Land") in that it is considered new gardening or landscaping, including the replacement of existing conventional landscaping with water-efficient or fire-resistant landscaping.

**FISCAL IMPACT**

Acceptance of the donation and approval of its appropriation to the Cemetery Maintenance of Grounds operating budget (Program 1162) will provide \$1,635 for a 24' box Tulip Magnolia tree, supplies, labor to install, subsequent periodic maintenance, and replacing once, if necessary. The amount of \$535 will be appropriated in 2018/19 for the purchase of the tree, supplies, and labor to install it. The remaining \$1,100 will be deposited to the Endowment Care Fund (077), the interest of which is to be used for future maintenance.

**BUDGET AMENDMENT**

	2018-19 Current	Increase/ (Decrease)	2018-19 Revised
<u>Revenues</u>			
<u>Fund 093 - Cemetery Fund</u>			
Program 1162 (Cemetery - Maintenance of Grounds) - Donation	\$0	\$535	\$535
Fund 077 - Endowment Fund - Donation	\$0	\$1,100	\$1,100
<u>Expenditures</u>			
<u>Fund 093 - Cemetery Fund</u>			
Program 1162 (Cemetery - Maintenance of Grounds) - Supplies, Maintenance, and Misc	\$106,760	\$535	\$107,295
Fund 077 - Endowment Fund - Fund Balance	\$1,478,137	\$1,100	\$1,479,237

**COORDINATION**

This report has been coordinated with the City Attorney's Office and the Finance Department.

**PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

Accept a donation of \$1,635 for the purchase, supplies, and installation of a tree and related budget amendment and authorize the transmittal of a letter of appreciation signed by the Mayor and City Manager.

Reviewed by: James Teixeira, Director, Parks & Recreation Department  
Approved by: Deanna J. Santana, City Manager