



## Agenda Report

18-1340

Agenda Date: 11/27/2018

### REPORT TO COUNCIL

#### **SUBJECT**

Action on a Donation from the Santa Clara City Library Foundation and Friends and Related Budget Amendment

#### **BACKGROUND**

A public works contract for the Mission Branch Library Remodel Project was awarded in October 2017, and the renovated library re-opened on September 24, 2018. The Santa Clara City Library Foundation and Friends (Foundation) agreed to fundraise for the furnishings for the newly remodeled library.

On February 28, 2018, the City Council approved the appropriation of \$170,500 from the Expendable Trust Funds for library furnishings with the goal to replenish these funds as Foundation donations are received.

The City received an initial \$50,000 donation from the Foundation on June 28, 2018, which was accepted and appropriated by Council at the August 28, 2018 meeting. The City has now received another donation from the Foundation on September 18, 2018, in the amount of \$100,000. Council adopted the "Donations to the City" Policy on October 2, 2018, which requires all donations to be reviewed and approved by the City Manager. The policy requires the City Manager to review reasons for the offer, conditions attached to the donation, potential liability to the City, the donor, or the public, its benefits and drawbacks, and any ongoing costs to the City, including estimated maintenance and repair.

#### **DISCUSSION**

The Foundation's \$100,000 donation is a designated donation to the Library Department because it is to be used for a specified intended use (furnishings for the remodeled library) and does not have conditions attached (Attachment 1). Staff reviewed the donation letter and made the findings required to accept the donation pursuant to Council Policy. Accordingly, staff recommends acceptance of the donation and appropriation of the funds into the Library Trust - Donations Fund that will support Library-related activities. With this additional funding, a total of \$150,000 has been received to offset the original funding allocation used to purchase furnishings.

Per the Policy, staff invited representatives from the Foundation to the Council Meeting to be recognized and the Mayor and City Manager will sign a letter of appreciation addressed to the Foundation.

#### **ENVIRONMENTAL REVIEW**

The action 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.

### **FISCAL IMPACT**

Acceptance of the donation of \$100,000 and approval of its appropriation into the Library Trust - Donation Fund will offset the original funding allocation used to purchase new furnishings for the renovated Mission Branch Library.

### **BUDGET AMENDMENT FY 2018/19**

	Current	Increase/ (Decrease)	Revised
<b><u>Fund 072 - Library Trust - Donations Fund</u></b>			
<u>Revenues</u>			
Donations (59650-(G)-00430)	\$50,000	\$100,000	\$150,000
<u>Expenditures</u>			
Program 1221 (Library - Administration)			
Operating Supplies (87500-(G)-00430)	\$50,000	\$100,000	\$150,000

### **COORDINATION**

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

### **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) <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

### **RECOMMENDATION**

Accept a Santa Clara City Library Foundation and Friends donation in the amount of \$100,000 and approve the related Budget Amendment to appropriate the funds for future Library-related expenditures

Reviewed by: Hilary Keith, City Librarian

Approved by: Deanna J. Santana, City Manager

### **ATTACHMENTS**

1. September 18, 2018 Donation Letter