



Agenda Item No: 1.j

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: July 15, 2025

Submitted by: Lydie Gutfeld

From: Community Services

Subject:

Approval of Memorandum of Understanding with the Placentia Community Foundation to provide non-profit status for tax-deductible donations for the Centennial Celebration Year.

Financial Impact:

Fiscal Impact:

There are no financials for this Memorandum of Understanding with the Placentia Community Foundation.

Summary:

In preparation for the City of Placentia's 2026 Centennial Celebration, Staff has been working to identify sponsorship and donation opportunities to support event programming and community engagement. To facilitate contributions from local businesses and community partners who wish to support the Centennial Celebration while receiving tax-deductible credit for their donation, Staff recommends approval of a Memorandum of Understanding (MOU) with the Placentia Community Foundation (PCF).

This partnership will allow sponsors to direct monetary contributions to PCF using the Foundation's Taxpayer Identification Number (TIN). PCF will serve as the fiscal agent for these contributions, managing funds, providing monthly donation reports, and reimbursing the City for Centennial-related expenses through an invoice process. This collaborative model ensures compliance with nonprofit fundraising standards while streamlining donation processes for business sponsors.

Recommendation:

Recommended Action: It is recommended that the City Council take the following action:

1. Approve the Memorandum of Understanding between the City of Placentia and the Placentia Community Foundation and authorize the City Administrator and/or her designee to execute the agreement, in a form approved by the City Attorney.

Strategic Plan Statement:

This item is consistent with the City Council approved 5-Year Strategic Plan Goal 4: Increase Community Engagement. By partnering with the Placentia Community Foundation, the city is better able to engage with businesses and community partners for sponsorship opportunities to help offset the costs of the Centennial Year.

Discussion:

The Placentia Community Foundation was established to support community enrichment projects and initiatives in the City of Placentia. Over the years, the Foundation has partnered with the City on numerous programs and fundraising efforts. As the City prepares to host a year-long Centennial Celebration in 2026, the Foundation has expressed its willingness to support fundraising operations.

Local businesses and community sponsors have indicated strong interest in contributing to Centennial events but require a tax-deductible option to do so. The proposed MOU formalizes this partnership, outlining clear roles and expectations for fund collection, reporting, and disbursement. This collaboration aligns with best practices for public-private partnerships and reflects the community spirit that the Centennial Celebration seeks to honor.

The Centennial Celebration provides a unique opportunity for community-wide involvement in commemorating 100 years of the City's history. In an effort to expand sponsorship opportunities, many local businesses have expressed interest in making tax-deductible contributions. Since the City is a municipal agency and cannot offer tax-deductibility for donations, the Placentia Community Foundation, a 501(c)(3) nonprofit organization, has agreed to serve as the fiscal sponsor for Centennial contributions.

Under the proposed MOU:

- The City will coordinate, promote, and host events as part of the Centennial Celebration.
- Businesses and individuals who wish to contribute and receive tax-deductible benefits will be directed to make checks payable to the Placentia Community Foundation, referencing the "Centennial Celebration."
- The Foundation will manage all donations, deposit funds into a designated Centennial account, and report monthly totals to the City.
- The City will submit itemized invoices for reimbursement of eligible event-related expenses (e.g., supplies, rentals, entertainment).
- The Foundation Board will review and approve disbursements and provide regular updates on fund activity at its monthly board meetings.

This process ensures accountability, transparency, and proper stewardship of all donated funds while allowing community partners to support the City in a tax-advantaged manner.

Fiscal Impact Summary:

There is no direct fiscal impact to approving the MOU. Donations received and managed by the Foundation will be used to reimburse eligible expenses incurred by the City in producing Centennial events.

Attachments

[PCF MOU.pdf](#)