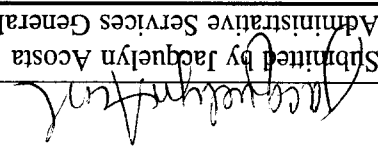
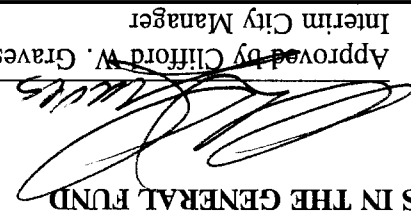


# City of Carson Report to Mayor and City Council

September 20, 2011  
New Business Consent



|                                                                                                                                                                   |                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SUBJECT: CONSIDERATION OF A REQUEST FOR AUTHORIZATION TO ACCEPT AND APPROPRIATE VARIOUS DONATIONS IN THE GENERAL FUND</b>                                      |                                                                                                                                               |
| <br>Submitted by Jacquelyn Acosta<br>Administrative Services General Manager | <br>Approved by Clifford W. Graves<br>Interim City Manager |

## I.

### SUMMARY

For the months of June and July 2011, donations were received from various sources in support of certain one-time and/or ongoing programs of the city. Staff is requesting that the City Council accept the donations and appropriate the funds to the city programs listed in the attached Summary of Donation Accounts as of June 30, 2011 (Exhibit No. 1) and July 31, 2011 (Exhibit No. 2).

## II.

### RECOMMENDATION

TAKE the following actions:

1. ACCEPT the donations received in June 2011 in the amount of \$10,225.00.
2. APPROVE an increase in the FY 2010/11 General Fund revenue budget by \$10,225.00.
3. APPROPRIATE the \$10,225.00 to the FY 2010/11 expenditure budget in the account numbers listed in Exhibit No. 1.
4. ACCEPT the donations received in July 2011 in the amount of \$1,150.00.
5. APPROVE an increase in the FY 2011/12 General Fund revenue budget by \$1,150.00.
6. APPROPRIATE the \$1,150.00 to the FY 2011/12 expenditure budget in the account numbers listed in Exhibit No. 2.

## III.

### ALTERNATIVES

TAKE another action that the City Council deems appropriate.

## IV.

### BACKGROUND

Various groups and individuals have been giving donations in support of certain one-time and/or ongoing programs of the city. According to Standard Management Procedure (SMP) No. 10.4, monies donated to the city shall be temporarily placed in the General Fund and then upon acceptance by the City

3

# City of Carson Report to Mayor and City Council

September 20, 2011  
Council, be permanently assigned to the General Fund. A copy of the SMP is attached to this report as Exhibit No. 3.

The city received donations totaling \$10,225.00 for the month of June 2011 and wishes to thank the donors who donated them for the events listed below.

| Donors                                                      | Business Awards | June 1st   | 4 <sup>th</sup> of July | Jazz Festival |
|-------------------------------------------------------------|-----------------|------------|-------------------------|---------------|
| BP Corporation                                              | 1,500.00        | -          | -                       | -             |
| Watson Land Company                                         | 1,500.00        | -          | 1,500.00                | -             |
| Anschutz So Cal Sports                                      | 1,000.00        | -          | -                       | -             |
| Cityview 616 East Carson                                    | 1,000.00        | -          | -                       | -             |
| Cornier Chevrolet                                           | 1,000.00        | -          | -                       | -             |
| Price Transfer Group                                        | 500.00          | -          | -                       | -             |
| MDG Associates                                              | 250.00          | -          | -                       | -             |
| Waste Management                                            | -               | 1,000.00   | -                       | -             |
| Kellogg Supply                                              | -               | 250.00     | -                       | -             |
| Shirley Graves                                              | -               | 150.00     | -                       | -             |
| Printing Alternatives                                       | -               | 125.00     | -                       | -             |
| Alene Harris                                                | -               | 100.00     | -                       | -             |
| Betty Addison, Leoma Bouain, Evelyn Mitchell, Gilbert Smith | -               | 150.00     | -                       | -             |
| Kudco Diversified LLC                                       | -               | -          | -                       | 200.00        |
| Total                                                       | \$6,750.00      | \$1,775.00 | \$1,500.00              | \$200.00      |

Additionally, the city received donations totaling \$1,150.00 for the month of July 2011 and wishes to thank the donors who donated them for the events listed below.

| Donors                   | Business Awards | Special Needs | Veterans Affair |
|--------------------------|-----------------|---------------|-----------------|
| California Water Service | 500.00          | -             | -               |
| Costella Franklin        | -               | 200.00        | -               |
| Robin Alvarez            | -               | -             | 50.00           |
| Dolores Darbin           | -               | -             | 50.00           |
| J.W. and L.L. Hardin     | -               | -             | 50.00           |
| Hum Potential Consultant | -               | -             | 50.00           |
| Housing Rights Center    | -               | -             | 50.00           |
| ICDC College             | -               | -             | 50.00           |
| Edward Jones             | -               | -             | 50.00           |
| Razr Marketing           | -               | -             | 50.00           |
| Rene Smith               | -               | -             | 50.00           |
| Total                    | \$500.00        | \$200.00      | \$450.00        |

|                               |                      |
|-------------------------------|----------------------|
| City Clerk                    | City Treasurer       |
| Administrative Services       | Development Services |
| Economic Development Services | Public Services      |

Date \_\_\_\_\_  
Action \_\_\_\_\_



EXHIBIT NO. 1

CITY OF CARSON  
SUMMARY OF DONATION ACCOUNTS  
As of June 30, 2011

| DONATION ACCOUNTS                                    | REVENUE<br>ACCOUNT<br>NUMBERS | EXPENDITURE<br>ACCOUNT<br>NUMBERS | REVENUE<br>BALANCE AS OF<br>05/31/11 | June 01-30, 2011 |              | AS OF<br>BALANCE<br>AS OF<br>06/30/11 |
|------------------------------------------------------|-------------------------------|-----------------------------------|--------------------------------------|------------------|--------------|---------------------------------------|
|                                                      |                               |                                   |                                      | REVENUES         | EXP.         |                                       |
| Donations - Santa Sleigh                             | 0100999990 - 4910             | 01-90-400-990                     | \$ 173.86                            |                  |              | \$ 173.86                             |
| Donations - Job Fair                                 | 0100999305 - 4929             | 01-70-400-305                     | \$ 5,194.23                          |                  |              | \$ 5,194.23                           |
| Donations - Carson Sisters City                      | 0100999148 - 4930             | 01-50-400-148                     | \$ 4,313.30                          |                  |              | \$ 4,313.30                           |
| Donations - Business Awards                          | 0100999970 - 4931             | 01-70-400-970                     | \$ 16,743.29                         | 6,750.00         | 8,443.51     | \$ 15,049.78                          |
| Donations - Why I Like Carson Contest                | 0100999008 - 4932             | 01-50-400-008                     | \$ 6,212.48                          |                  |              | \$ 6,212.48                           |
| Donations - Joseph B O'Neal Stroke Ctr               | 0100999049 - 4962             | 01-90-400-049                     | \$ 9,467.58                          |                  |              | \$ 9,467.58                           |
| Donations - Sr. Assisted Living                      | 0100999027 - 4963             | 01-90-400-027                     | \$ 100.00                            |                  |              | \$ 100.00                             |
| Donations - Sr. Social Svcs (Sr. Citizen Trust Fund) | 0100999950 - 4964             | 01-90-400-950                     | \$ 5,762.29                          |                  |              | \$ 5,762.29                           |
| Donations - Sr. Social Svcs (Sr. Recreation)         | 0100999064 - 4964             | 01-90-400-064                     | \$ 200.00                            |                  |              | \$ 200.00                             |
| Donations - Sr. Social Svcs (Sr. Citizen Advrsy Com) | 0100999951 - 4964             | 01-90-400-951                     | \$ 30,431.59                         |                  |              | \$ 30,431.59                          |
| Donations - Sr. Social Svcs (Carson Sr. Citizens)    | 0100999952 - 4964             | 01-90-400-952                     | \$ 22,410.69                         |                  |              | \$ 22,410.69                          |
| Donations - Special Needs                            | 0100999065 - 4965             | 01-90-400-065                     | \$ (0.00)                            |                  |              | \$ (0.00)                             |
| Donations - Boxing Center                            | 0100999063 - 4966             | 01-90-400-063                     | \$ 3,620.65                          |                  |              | \$ 3,620.65                           |
| Donations - Parks & Rec                              | 0100999000 - 4967             | 01-90-400-003                     | \$ 3,744.22                          |                  | 70.72        | \$ 3,673.50                           |
| Donations - Children's Day                           | 0100999490 - 4968             | 01-50-400-490                     | \$ 1,609.82                          |                  | 86.20        | \$ 1,523.62                           |
| Donations - Memorial Day Tribute                     | 0100999618 - 4969             | 01-90-400-618                     | \$ 4,530.48                          |                  | 2,417.96     | \$ 2,112.52                           |
| Donations - 4th of July Celebration                  | 0100999615 - 4970             | 01-90-400-615                     | \$ -                                 | 1,500.00         |              | \$ 1,500.00                           |
| Donations - Cesar Chavez Day Celeb                   | 0100999303 - 4971             | 01-90-400-303                     | \$ 962.60                            |                  |              | \$ 962.60                             |
| Donations - Cinco De Mayo (*)                        | 0100999069 - 4972             | 01-90-400-069                     | \$ 450.00                            |                  | 75.00        | \$ 375.00                             |
| Donations - Jazz Festival                            | 0100999074 - 4975             | 01-90-400-074                     | \$ 250.00                            | 200.00           |              | \$ 450.00                             |
| Donations - Veterans Day                             | 0100999076 - 4980             | 01-90-400-076                     | \$ -                                 |                  |              | \$ -                                  |
| Donations - Veterans Affairs Commission              | 0100999169 - 4980             | 01-90-400-169                     | \$ 1,000.00                          |                  | 27.98        | \$ 972.02                             |
| Donations - Youth Conference                         | 0100999045 - 4982             | 01-90-400-045                     | \$ 1,216.59                          |                  |              | \$ 1,216.59                           |
| Donations - Juneteenth Celebration                   | 0100999617 - 4994             | 01-90-400-617                     | \$ 8,610.00                          | 1,775.00         | 9,688.16     | \$ 696.84                             |
| Total                                                |                               |                                   | \$ 127,003.67                        | \$ 10,225.00     | \$ 20,809.53 | \$ 116,419.14                         |

\* \$75.00 expenditure for Cinco De Mayo represents a returned check.

**CITY OF CARSON  
SUMMARY OF DONATION ACCOUNTS  
As of July 31, 2011**

| DONATION ACCOUNTS                                    | REVENUE<br>ACCOUNT<br>NUMBERS | EXPENDITURE<br>ACCOUNT<br>NUMBERS | REVENUE<br>BALANCE AS<br>OF 06/30/11 | July 01-31, 2011   |                 | REVENUE<br>BALANCE AS<br>OF 07/31/11 |
|------------------------------------------------------|-------------------------------|-----------------------------------|--------------------------------------|--------------------|-----------------|--------------------------------------|
|                                                      |                               |                                   |                                      | REV.               | EXP.            |                                      |
| Donations - Santa Sleigh                             | 0100999990 - 4910             | 01-90-400-990                     | \$ 173.86                            |                    |                 | \$ 173.86                            |
| Donations - Job Fair                                 | 0100999305 - 4929             | 01-70-400-305                     | \$ 5,194.23                          |                    |                 | \$ 5,194.23                          |
| Donations - Carson Sisters City                      | 0100999148 - 4930             | 01-50-400-148                     | \$ 4,313.30                          |                    |                 | \$ 4,313.30                          |
| Donations - Business Awards                          | 0100999970 - 4931             | 01-70-400-970                     | \$ 15,049.78                         | 500.00             |                 | \$ 15,549.78                         |
| Donations - Why I Like Carson Contest                | 0100999008 - 4932             | 01-50-400-008                     | \$ 6,212.48                          |                    |                 | \$ 6,212.48                          |
| Donations - Joseph B O'Neal Stroke Ctr               | 0100999049 - 4962             | 01-90-400-049                     | \$ 9,467.58                          |                    |                 | \$ 9,467.58                          |
| Donations - Sr. Assisted Living                      | 0100999027 - 4963             | 01-90-400-027                     | \$ 100.00                            |                    |                 | \$ 100.00                            |
| Donations - Sr. Social Svcs (Sr. Citizen Trust Fund) | 0100999950 - 4964             | 01-90-400-950                     | \$ 5,762.29                          |                    |                 | \$ 5,762.29                          |
| Donations - Sr. Social Svcs (Sr. Recreation)         | 0100999064 - 4964             | 01-90-400-064                     | \$ 200.00                            |                    |                 | \$ 200.00                            |
| Donations - Sr. Social Svcs (Sr. Citizen Advrsy Com) | 0100999951 - 4964             | 01-90-400-951                     | \$ 30,431.59                         |                    |                 | \$ 30,431.59                         |
| Donations - Sr. Social Svcs (Carson Sr. Citizens)    | 0100999952 - 4964             | 01-90-400-952                     | \$ 22,410.69                         |                    |                 | \$ 22,410.69                         |
| Donations - Special Needs                            | 0100999065 - 4965             | 01-90-400-065                     | \$ (0.00)                            | 200.00             |                 | \$ 200.00                            |
| Donations - Boxing Center                            | 0100999063 - 4966             | 01-90-400-063                     | \$ 3,620.65                          |                    |                 | \$ 3,620.65                          |
| Donations - Parks & Rec                              | 0100999000 - 4967             | 01-90-400-003                     | \$ 3,673.50                          |                    |                 | \$ 3,673.50                          |
| Donations - Children's Day                           | 0100999490 - 4968             | 01-50-400-490                     | \$ 1,523.62                          |                    |                 | \$ 1,523.62                          |
| Donations - Memorial Day Tribute                     | 0100999618 - 4969             | 01-90-400-618                     | \$ 2,112.52                          |                    |                 | \$ 2,112.52                          |
| Donations - 4th of July Celebration                  | 0100999615 - 4970             | 01-90-400-615                     | \$ 1,500.00                          |                    |                 | \$ 1,500.00                          |
| Donations - Cesar Chavez Day Celeb                   | 0100999303 - 4971             | 01-90-400-303                     | \$ 962.60                            |                    |                 | \$ 962.60                            |
| Donations - Cinco De Mayo (*)                        | 0100999069 - 4972             | 01-90-400-069                     | \$ 375.00                            |                    |                 | \$ 375.00                            |
| Donations - Jazz Festival                            | 0100999074 - 4975             | 01-90-400-074                     | \$ 450.00                            |                    |                 | \$ 450.00                            |
| Donations - Veterans Day                             | 0100999076 - 4980             | 01-90-400-076                     | \$ -                                 |                    |                 | \$ -                                 |
| Donations - Veterans Affairs Commission              | 0100999169 - 4980             | 01-90-400-169                     | \$ 972.02                            | 450.00             |                 | \$ 1,422.02                          |
| Donations - Youth Conference                         | 0100999045 - 4982             | 01-90-400-045                     | \$ 1,216.59                          |                    |                 | \$ 1,216.59                          |
| Donations - Juneteenth Celebration                   | 0100999617 - 4994             | 01-90-400-617                     | \$ 696.84                            |                    | 13.00           | \$ 683.84                            |
| <b>Total</b>                                         |                               |                                   | <b>\$ 116,419.14</b>                 | <b>\$ 1,150.00</b> | <b>\$ 13.00</b> | <b>\$ 117,556.14</b>                 |



|                    |  |                                                                               |  |
|--------------------|--|-------------------------------------------------------------------------------|--|
| CITY OF CARSON     |  | POLICY and PROCEDURES                                                         |  |
| NUMBER: 10.4       |  | SUBJECT: Acceptance of Cash Donations or Other Gifts Made to or For The City. |  |
| ISSUED: 2/4/74     |  |                                                                               |  |
| EFFECTIVE: 2/4/74  |  |                                                                               |  |
| CANCELLATION DATE: |  | SECTION: X. LEGAL                                                             |  |
| SUPERSEDES:        |  |                                                                               |  |

ADMINISTRATIVE ORDER

1. PURPOSE:

To establish a policy for the acceptance of any cash donations, equipment, supplies, or other gratuities made to or for the City, or to go for any of its officers in their official capacity or in trust for any public purpose.

II. GENERAL POLICY:

The legislative body of the City may accept or reject any gift, bequest, or device under provisions of Section 37354 of the Government Code. No gift, bequest, or device may be accepted if it is given in conjunction with a specific condition which, if enforced, would violate the federal or state constitutions. As a result, the City Council does hereby establish the following rules and procedures pursuant to the acceptance of any cash donations, equipment, supplies, or other gratuities made to or for the City of Carson.

III. PROCEDURES:

City Administrator's Office: Receive and review all gifts for the City and temporarily place such gifts in the custody of the City Treasurer's Office until accepted by or rejected by the City Council. All donated monies shall be deposited immediately in to the general fund upon receipt by the City Treasurer.

City Administrator's Office: Refer all conditional gifts to the City Attorney's Office for review and recommendation.

City Attorney's Office: Review all conditional gifts as referred by the City Administrator's Office and prepare report to City Council concerning the legality of such gifts.

City Council: Review and receive all reports and recommendations concerning gifts to the City and accept or reject such gifts by resolution or minute order.

IV. GENERAL RULES:

1. All conditional gifts given to the City shall only be accepted when it can be determined that the required conditions are not in conflict with state or national constitutions.
2. All non-conditional gifts shall be utilized in accordance with the wishes of the City Council.
3. All gifts shall be accepted by either resolution or minute order adopted by the City Council.
4. In the event that the Council decides to reject a donation because a condition or restriction is unacceptable, such rejection shall be by resolution or by minute order.
5. Property given to the City unconditionally shall be disposed of for a reasonable consideration in accordance with Government Code Section 37351.
6. All monies donated to the City shall be temporarily placed in the general fund, then permanently assigned to the general fund upon acceptance by the City Council.

V. EXCEPTIONS:

There shall be no exceptions to these procedures unless authorized by the City Administrator.

VI. AUTHORITY:

By order of the City Administrator.

*E. Fredrick Bien*

E. Fredrick Bien,  
City Administrator

EFB/ay

