



# City of Carson Report to Mayor and City Council

November 19, 2013  
New Business Discussion

**SUBJECT: CONSIDER ESTABLISHING A TRUSTEE ACCOUNT FOR THE TYPHOON HAIYAN RELIEF FUND**

*Karen Avilla / KJL*

Submitted by Karen Avilla, CCMT  
City Treasurer

*Jacquelyn Acosta*  
Approved by Jacquelyn Acosta  
Acting City Manager

## **I. SUMMARY**

The City Treasurer has received a request from Mayor Pro Tem Santarina to establish a Trustee Account for the purpose of collecting donations for a Typhoon Haiyan Relief Fund. The purpose for the account is to raise funds to assist in relief efforts for the victims of the typhoon which devastated the Philippine Islands on November 8, 2013.

In accordance with Council Policy & Procedure (CPP) 1.6.01, adopted September 17, 2013, this matter is presented for City Council approval.

## **II. RECOMMENDATION**

AUTHORIZE the City Treasurer to establish a Trustee Account for the Typhoon Haiyan Relief Fund, accept donations and disburse funds.

## **III. ALTERNATIVES**

TAKE other action as the City Council deems appropriate.

## **IV. BACKGROUND**

On September 17, 2013, the City Council adopted CPP. 1.6.01, which authorizes the City Treasurer to establish Trustee Accounts for the purpose of overseeing donations and disbursements for activities that are supported by the City but are not completely City-funded. These activities must be community-related in nature and the Trustee Account must be approved by the City Council.

On November 8, 2013, the Philippine Islands were hit with Typhoon Haiyan, the strongest storm to touch ground in its history. The typhoon devastated the island of Leyte affecting 11 million people. It is estimated that nearly 1 million are homeless and thousands have lost their lives. Aid from throughout the world and our nation is making its way to help the victims.

The City Treasurer has received a request from Mayor Pro Tem Santarina to establish a Trustee Account for the purpose of collecting donations to assist in relief efforts for victims of Typhoon Haiyan.

A Committee to coordinate event(s) to raise funds for this purpose is in its preliminary formation stage and will be meeting to discuss fundraising options,

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i.e., benefit concert, etc. and non-profit organization(s) on the ground in the impacted area who will be recipients of the funds. An update of the Committee's work will be provided at the Council Meeting.

**V. FISCAL IMPACT**

None.

**VI. EXHIBITS**

1. Council Policy and Procedure (CPP) 1.6.01. (pgs. 3-4)

Prepared by: Karen Avilla, City Treasurer

TO: Rev09-05-2013

Reviewed by:

City Clerk	City Treasurer
Administrative Services	Public Works
Community Development	Community Services

**Action taken by City Council**

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



**CITY OF CARSON  
COUNCIL POLICY & PROCEDURE**

0302  
0313

NUMBER: 1.6.01		SUBJECT  TRUSTEE ACCOUNTS
ORIGINAL ISSUE:  09/17/2013	EFFECTIVE:  9/17/2013	
CURRENT ISSUE:	EFFECTIVE:	ORIGINATING DEPARTMENT  CITY TREASURER
SUPERCEDES:		

**I. PURPOSE AND SCOPE**

To establish a policy and standard procedure for the creation of a Trustee Account which is maintained within the City's Treasury for City related activities.

From time to time the City is asked to act as the depository/trustee overseeing donations and disbursement for events that are supported by the City but are not completely City funded events. This policy shall establish the parameters for such accounts.

**II. GENERAL**

- A. Trustee Account(s) require approval by the City Council. A request from a community group shall be placed on a City Council agenda in order to be considered.
- B. Trustee Account(s) will be considered for approval for an event/activity that is community related in nature and is not affiliated with a non-profit organization that is capable of receiving donations and making disbursements for the event/activity. Examples include, but are not limited to, committees that raise funds to assist in natural disasters, host community events in cooperation with the City or to support a City event/activity.
- C. Trustee Account(s) shall be held within the Treasurer's Trust bank account maintained by the City Treasurer's Office. All receipts and expenditures of Trustee Accounts shall be reported to the City Council on a quarterly basis in the form of a staff report.

**III. PROCEDURE**

**A. City Treasurer**

- 1. Upon receipt of a request to establish a Trustee Account, the City Treasurer shall prepare an agenda item for consideration by the City Council to include:
  - a. The purpose of the Account
  - b. The group/individual requesting the Account
  - c. The projected timeframe for the life of the Account

- d. The mechanism to be used to raise funds
- e. The person(s) authorized to request disbursements from the Account.
- f. The refund process to be followed if donations are refunded back to the donors.

- 2. Upon receipt of City Council approval, an account shall be established and donations accepted. All donations shall be receipted and a log of donors for each account shall be maintained.
- 3. Disbursements shall be made upon request in accordance with the parameters under which the account was established. A log of all disbursements shall be maintained.
- 4. A quarterly report shall be provided to the City Council detailing the balance of all Trustee Accounts and account activity within the respective timeframe. The City Council shall determine the disbursement of excess revenue, if any.

#### IV. EXCEPTIONS

There shall be no exceptions to this policy, except through direction instructions of the City Council.

#### V. BY THE AUTHORITY OF THE CITY COUNCIL, AS APPROVED ON

September 17, 2013

Date

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Agenda Item No.