



City of Carson Report to Mayor and City Council

August 5, 2014
Unfinished Business

SUBJECT: CONSIDER ESTABLISHING A TRUSTEE ACCOUNT FOR THE DR. MARTIN LUTHER KING, JR. MONUMENT COMMITTEE

Submitted by Karen Avilla, CCMT
City Treasurer

Approved by Nelson Hernandez
City Manager

I. SUMMARY

This item is being placed on the agenda the request of Mayor Dear.

The City Treasurer has received a request through Mayor Dear to establish a Trustee Account for the purpose of collecting donations on behalf of a group of citizens wishing to raise funds for a monument honoring Dr. Martin Luther King, Jr. which will be placed in the City's International Sculpture Garden.

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 Dr. Martin Luther King, Jr. Monument Committee.

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 necessarily city funded. These activities must be community related in nature and the Trustee Account must be approved by the City Council.

On June 24, 2014 the City Treasurer was informed by staff of a request received via Mayor Dear to establish a Trustee Account for the purpose of raising funds sufficient to erect a statue honoring Dr. Martin Luther King, Jr. to be placed in the City's International Sculpture Garden.

On July 15, 2014 this matter was continued at the request of the City Treasurer to allow additional time to work with the Committee on finalizing their request.

The City Treasurer has met with co-chair of the Committee, Mayor Jim Dear and a proposal has been finalized. The Dr. Martin Luther King, Jr. Monument Committee wishes to establish a Trustee Account for the purpose of collecting

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**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.