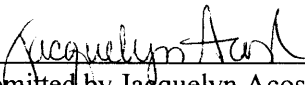


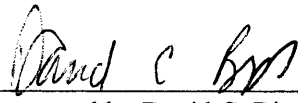


# City of Carson Report to Mayor and City Council

December 6, 2011  
New Business Consent

**SUBJECT: CONSIDERATION OF A REQUEST FOR AUTHORIZATION TO ACCEPT AND APPROPRIATE VARIOUS DONATIONS IN THE GENERAL FUND**

  
Submitted by Jacquelyn Acosta  
Administrative Services General Manager

  
Approved by David C. Biggs  
City Manager

## **I. SUMMARY**

For the month of October 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 October 31, 2011 (Exhibit No. 1).

## **II. RECOMMENDATION**

TAKE the following actions:

1. ACCEPT the donations received in October 2011 in the amount of \$900.00.
2. APPROVE an increase in the FY 2011/12 General Fund revenue budget by \$900.00.
3. APPROPRIATE the \$900.00 to the FY 2011/12 expenditure budget in the account numbers listed in Exhibit No. 1.

## **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 Council, be permanently assigned to the General Fund. A copy of the SMP is attached to this report as Exhibit No. 2.

The city received donations totaling \$900.00 for the month of October 2011 and wishes to thank the donors who donated them for the event listed below.

Donors	Why I Like Carson
Nationwide Environmental Serv.	500.00
California Water Service	100.00
Diana's	100.00
Carson Marketplace/LNR	100.00
Ocean Blue Environmental Serv.	100.00
<b>Total</b>	<b>900.00</b>

In order to be in compliance with the SMP and to accurately account for these funds, staff is requesting that the City Council accept the donations, approve the increase in the revenue budget of the General Fund, and appropriate the funds to the city program that was specified by the donors.

**V. FISCAL IMPACT**

If the City Council accepts the donations, the revenues and the corresponding budgeted appropriations of the General Fund will be increased by \$900.00 for FY 2011/12. The specific revenue and expenditure accounts that will be affected by these actions are listed in the attached Summary of Donation Accounts as of October 31, 2011 (Exhibit No. 1).

**VI. EXHIBITS**

1. Summary of Donation Accounts as of October 31, 2011. (pg. 4)
2. SMP No. 10.4. (pgs. 5-6)

Prepared by: Kim Sao, Accounting Manager

TO:Rev091911

Reviewed by:

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

**Action taken by City Council**

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

\_\_\_\_\_

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

DONATION ACCOUNTS	REVENUE ACCOUNT NUMBERS	EXPENDITURE ACCOUNT NUMBERS	REVENUE BALANCE AS OF 09/30/11	October 1-31, 2011		REVENUE BALANCE AS OF 10/31/11
				REV.	EXP.	
Donations - Santa Sleigh	01-00-999-990-4910	01-90-400-990	\$ 173.86			\$ 173.86
Donations - Job Fair (Economic Development)	01-00-999-305-4929	01-70-400-305	\$ 5,194.23			\$ 5,194.23
Donations - Carson Sister Cities Association	01-00-999-148-4930	01-50-400-148	\$ 4,313.30			\$ 4,313.30
Donations - Business Awards	01-00-999-970-4931	01-70-400-970	\$ 15,549.78		241.45	\$ 15,308.33
Donations - Why I Like Carson Contest	01-00-999-008-4932	01-50-400-008	\$ 7,712.48	900.00		\$ 8,612.48
Donations - Joseph B O'Neal Stroke Center	01-00-999-049-4962	01-90-400-049	\$ 8,957.71			\$ 8,957.71
Donations - Sr. Assisted Living	01-00-999-027-4963	01-90-400-027	\$ 200.00			\$ 200.00
Donations - Sr. Social Svcs (Sr. Citizen Trust Fund)	01-00-999-950-4964	01-90-400-950	\$ 5,200.29		225.00	\$ 4,975.29
Donations - Sr. Social Svcs (Sr. Recreation)	01-00-999-064-4964	01-90-400-064	\$ 700.00			\$ 700.00
Donations - Sr. Social Svcs (Sr. Citizen Advrsy Com)	01-00-999-951-4964	01-90-400-951	\$ 30,431.59		116.63	\$ 30,314.96
Donations - Sr. Social Svcs (Carson Sr. Citizens)	01-00-999-952-4964	01-90-400-952	\$ 22,410.69			\$ 22,410.69
Donations - Special Needs	01-00-999-065-4965	01-90-400-065	\$ 540.00			\$ 540.00
Donations - Boxing Center	01-00-999-063-4966	01-90-400-063	\$ 3,620.65			\$ 3,620.65
Donations - Parks & Recreation	01-00-999-000-4967	01-90-400-003	\$ 4,173.50		300.00	\$ 3,873.50
Donations - Children's Day	01-00-999-490-4968	01-50-400-490	\$ 1,523.62			\$ 1,523.62
Donations - Memorial Day Tribute	01-00-999-618-4969	01-90-400-618	\$ 2,112.52			\$ 2,112.52
Donations - 4th of July Celebration	01-00-999-615-4970	01-90-400-615	\$ 1,500.00			\$ 1,500.00
Donations - Cesar Chavez Day Celebration	01-00-999-303-4971	01-90-400-303	\$ 962.60			\$ 962.60
Donations - Cinco De Mayo	01-00-999-069-4972	01-90-400-069	\$ 375.00			\$ 375.00
Donations - Jazz Festival	01-00-999-074-4975	01-90-400-074	\$ 2,644.81			\$ 2,644.81
Donations - Veterans Affairs Commission	01-00-999-169-4980	01-90-400-169	\$ 2,281.62			\$ 2,281.62
Donations - Youth Conference	01-00-999-045-4982	01-90-400-045	\$ 1,216.59			\$ 1,216.59
Donations - Sculpture Garden Committee	01-00-999-698-4983	01-90-400-698	\$ 350.00			\$ 350.00
Donations - Mariachi Festival	29-00-999-988-4995	29-90-990-988	\$ 4,550.00			\$ 4,550.00
Donations - Juneteenth Celebration	01-00-999-617-4994	01-90-400-617	\$ -			\$ -
<b>Total</b>			<b>\$126,694.84</b>	<b>\$ 900.00</b>	<b>\$ 883.08</b>	<b>\$126,711.76</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:	
<p>ADMINISTRATIVE ORDER</p> <p>I. <u>PURPOSE:</u></p> <p>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.</p> <p>II. <u>GENERAL POLICY:</u></p> <p>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.</p> <p>III. <u>PROCEDURES:</u></p> <p>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.</p> <p>City Administrator's Office: Refer all conditional gifts to the City Attorney's Office for review and recommendation.</p> <p>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.</p> <p>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.</p>	

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