

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

I. 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.

EXHIBIT NO. 4

IV. GENERAL RULES:

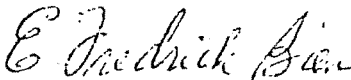
1. All conditional gifts given to the City shall only be accepted when it can be determined that the required conditions are not in conflict with state or national constitutions.
2. All non-conditional gifts shall be utilized in accordance with the wishes of the City Council.
3. All gifts shall be accepted 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,
City Administrator

EFB/ay