



Staff Report

File #: 22-0768

REQUEST FOR CITY COUNCIL ACTION

DATE: 10/05/2022

TO: Honorable Mayor and City Council Members

FROM: Finance Department

SUBJECT:
Request for Ownership of Revenue Account - Corona Employee Social Committee Donation Account.

EXECUTIVE SUMMARY:

This staff report is to ask Council to authorize and establish ownership of revenue for all funds deposited in the Corona Employee Social Committee Donation Account. The City Manager has tasked the Employee Social Committee with planning events for staff throughout the year. The Employee Social Committee would like to be able to raise money (donations) during the events to help fund future events and offset expenses. The donations would be made by City employees for participating in things such as silent auctions, 50/50 raffle tickets, and any other such activities that allow for fundraising.

RECOMMENDED ACTION:

That the City Council authorize and establish ownership of revenue for all funds deposited in the Corona Employee Social Committee Donation Account.

BACKGROUND & HISTORY:

Per the adopted budget resolution for Fiscal Year 2022 (Resolution 2022-040), the City Council may approve certain revenues as designated for specific purposes. The funds must be used for the purpose for which they are received. The budget resolution also outlines the use of funds. Funds less than \$50,000 may be added to the department operating budget with the approval of the Department Director and concurrence of the Finance Director. Appropriations exceeding \$50,000 shall be reviewed and approved by the City Council. At this time, the Social Committee cannot raise funds (i.e., receive donations) to help fund events.

ANALYSIS:

Pre-pandemic, the City of Corona regularly held events for City employees. After over two years of social distancing and postponing anything that called for gathering in groups, the City Manager has tasked the Employee Social Committee with getting such events back on the calendar.

The members of the Employee Social Committee propose being able to raise funds (donations) in order to help fund events. By doing so, these donations would be deposited into a donations account that would be designated to be expensed only on Employee Social Committee events.

Section 7 of Resolution 2022-040 states "The City Council of the City of Corona may, by the affirming vote of three members, as so directed by minute action, designate committed fund balance from a department specific revenue stream in the General Fund. At the request of a Department Director (or his/her designee) and with the concurrence of the Finance Director (or his/her designee) an appropriation of budget may occur upon receipt of funds, not to exceed \$50,000 per project. An appropriation exceeding \$50,000 shall be made by the City Council of the City of Corona, by the affirming vote of three members, as so directed by minute action.

FINANCIAL IMPACT:

There is no financial impact to the General Fund with the recommended action.

ENVIRONMENTAL ANALYSIS:

This action is exempt pursuant to Section 15061(b)(3) of the Guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the common sense exemption that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This action merely approves the designation of the Corona Employee Social Committee Donation Account, and there is no possibility that the approval of the report will have a significant effect on the environment. Therefore, no environmental analysis is required.

PREPARED BY: JULIE KENNICUTT, BUDGET MANAGER

REVIEWED BY: KIM SITTON, FINANCE DIRECTOR