



CONSENT CALENDAR

City of San Bernardino Request for Council Action

Date: November 6, 2024

To: Honorable Mayor and City Council Members

From: Rochelle Clayton, City Manager;
C. Jeannie Fortune, Interim Director of Finance & Management Services

Department: Finance & Management Services

Subject: **Review of Administrative Budget Transfers from July 1, 2024 through September 30, 2024 (All Wards)**

Recommendation:

It is recommended that the Mayor and City Council of the City of San Bernardino, California, review and file all listed administrative budget transfers from July 1, 2024, through September 30, 2024.

Executive Summary

Finance & Management Services requests the Mayor and City Council to review and file department to department, administrative budget transfers made from July 1st to September 30th, 2024.

Background

On May 4, 2022, the Mayor and City Council adopted Ordinance No. MC-1568 which amended Section 3.05.010 in the Municipal Code regarding budget transfers. Specifically, the amendment to the ordinance nullified the not-to-exceed amount of \$25,000 per budget transfer; authorized the Director of Finance & Management Services to approve budget transfers within a department's personnel budget into their operating budget; authorized the Director of Finance & Management Services to approve department to department budget transfers; established that budget transfers will not increase or decrease a department's approved budget, nor will it increase or decrease the approved fund budget without council approval; and stated that any cumulative amount of more than \$5,000 transferred between departments in a 12-month period must be reported to the Mayor and City Council during the regular Quarterly Report.

Discussion

Budget transfers are requests received by Finance & Management Services from departments to move funds from one account to another, after the adoption of the original budget. Transfers occur when a department needs to correct its originally adopted budget or move funds to accommodate a change in the department’s planned expenditures. When processing budget transfers, Finance & Management Services verifies that the transfer properly allocates resources based on the strategic objectives and goals set forth by the Mayor and City Council and reflects the priorities of the community.

The table below provides the list of the administrative transfers that have been processed.

Date of Transfer	From	To	Amount
7/10/2024	Public Works	Police Department	\$1,956,000.00
7/10/2024	Community Development & Housing	Economic Development	\$143,200.00
7/15/2024	Public Works	General Government	\$230,272.50

The transfer from Public Works to the Police Department was to fund the Citywide Security Contracts that were originally budgeted under Public Works. Under direction from the previous City Manager, the Police Department has been tasked with managing the Citywide Security services and their associated budget.

The transfer from Community Development & Housing to Economic Development was to transfer Economic Development’s budget that remained within Community Development & Housing.

The transfer from Public Works to General Government was to fund the City’s 50% share of the Santa Fe Depot Aux Fiscal Year 2024/25 expenses.

2021-2025 Strategic Targets and Goals

Authorization of this file and receive item aligns with three of the adopted 2021-2025 Key Strategic Targets and Goals. Finance & Management Services reporting on departmental administrative budget transfers completed within the quarter that meet the requirements of the Mayor and City Council helps Improved Operational & Financial Capacity by effectively creating a framework for spending decisions. Administering budget transfers meets the Focused, Aligned Leadership and Unified Community goal by developing and implementing a community engagement plan where the community and staff actively adapt to ensure needs of the community are fulfilled. Improved Quality of Life is met by ensuring that service levels are funded proactively to integrate customer-service orientation and metrics into all City operations.

Fiscal Impact

There is no General Fund impact to the City.

Conclusion

It is recommended that the Mayor and City Council of the City of San Bernardino, California, review and file all listed administrative budget transfers from July 1, 2024 through September 30, 2024.

Attachments

Attachment 1 - Ordinance MC-1568: Budget Transfers

Ward:

All Wards

Synopsis of Previous Council Actions:

On December 1, 2021 Mayor and City Council heard the FY 2021/22 1st Quarter Report; Adopted Resolution No. 2021-289 amending the City of San Bernardino's FY 2021/22 Operating Budget; and introduced, read by title only, and waived further reading of Ordinance No. MC-1568, amending section 3.05 of the Municipal Code pertaining to budget transfers.

On May 4, 2022 Mayor and City Council adopted Ordinance No. MC-1568, amending section 3.05 on the Municipal Code.