



CONSENT CALENDAR

City of San Bernardino Request for Council Action

Date: November 6, 2024

To: Honorable Mayor and City Council Members

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

Department: Finance & Management Services

Subject: **Review of Administrative Budget Transfers From April 1, 2024 Through June 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 April 1, 2024 through June 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 April 1st to June 30, 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 to move funds to accommodate a change in a 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
5/8/2024	City Manager	Information Technology	\$30,802.29
5/21/2024	Community Development & Housing	Parks, Recreation & Community Services	\$137,000.00
5/21/2024	Community Development & Housing	Information Technology	\$100,000.00
6/30/2024	Public Works	General Government	\$41,047.44
6/30/2024	General Government	Finance & Management Services	\$21,347.61
6/30/2024	General Government	Human Resources & Risk Management	\$18,086.08
6/30/2024	General Government	Human Resources & Risk Management	\$22,465.17
6/30/2024	General Government	Economic Development and Community Development & Housing	\$10,636.33
6/30/2024	Community Development & Housing	Economic Development	\$551,300.00
6/30/2024	Community Development & Housing	City Manager	\$292,534.16

The transfer from City Manager’s Office to Information Technology was to fund the cost of network hardware equipment needed to create additional office space in Vanir’s first floor.

The transfer from Community Development & Housing to Parks, Recreation & Community Services was to support the Rudy Hernandez Gymnasium Floor project, Delmann Heights Upgrades, and lighting at Del Rosa, Encanto, and Nunez baseball fields.

The transfer from Community Development & Housing to Information Technology was to fund the video server hardware needed for additional video storage in the City.

The transfer from Public Works to General Government was to fund additional security costs associated with the Santa Fe Depot Aux for the months of May and June.

The transfer from General Government to Finance & Management Services was to fund the Californians For All Youth Workforce Development Program Intern salaries and benefits.

The transfers from General Government to Human Resources & Risk Management were to fund the Californians For All Youth Workforce Development Program Intern salaries and benefits.

The transfers from General Government to Community Development & Housing and Economic Development were to fund the Californians For All Youth Workforce Development Program Intern salaries and benefits.

The transfer from Community Development & Housing to Economic Development was to transfer the Small Business and Non-Profit Assistance Grant Program.

The transfer from Community Development & Housing to City Manager's Office was to fund year-end personnel expense deficits.

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 April 1, 2024 through June 30, 2024.

Attachments

Attachment 1 Ordinance MC-1568

Ward

All Wards

Synopsis of Previous Council Actions

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.

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