



CONSENT CALENDAR

City of San Bernardino Request for Council Action

Date: February 19, 2025

To: Honorable Mayor and City Council Members

From: Tanya Romo, Acting City Manager;
C. Jeannie Fortune, Interim Director of Finance & Management Services

Department: Finance & Management Services

Subject: **Review of Administrative Budget Transfers From October 1, 2024 Through December 31, 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 October 1, 2024 through December 31, 2024.

Executive Summary

Finance & Management Services requests the Mayor and City Council to review and file department to department, administrative budget transfers made from October 1 through December 31, 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
10/15/2024	City Manager's Office	Finance & Management Services	\$928,650.00
10/22/2024	City Manager's Office	Economic Development	\$151,130.65
11/5/2024	Community Development & Housing	Economic Development	\$631,886.00

The transfer from the City Manager's Office to Finance & Management Services reflects the reorganization of the Grants Division to operate under the Finance Department. The Grants Division consists of the Grants Division Manager, two Management Analysts, one Grant Writer, and two Grants Assistants. As part of this change, the budget previously allocated to the Grants Division within the City Manager's Office is being transferred to Finance & Management Services to reflect the updated structure.

The transfer from City Manager's Office to Economic Development reallocates the budget for the Senior Management Analyst position. This adjustment stems from an executive decision made by the City Manager's Office to realign organizational resources to support the goals and operations of the Economic Development Department. By moving the associated resources, this transfer ensures that the Senior Management Analyst's responsibilities are properly aligned with the strategic priorities of the Economic Development Department and reflects the City Manager's commitment to enhancing the department's capacity to meet its objectives.

The transfer from Community Development & Housing to Economic Development reallocates the budget for the Real Property Division. Initially, the Real Property Division's budget was adopted under Community Development & Housing. However, with the departments now operating separately, the Real Property Division's budget must be shifted to Economic Development. The Real Property Division, which includes one Assessment District/Real Property Specialist and two Real Property Managers, will now fall under Economic Development. This transfer ensures the budget aligns with the updated organizational structure and reflects the division's new reporting framework.

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 October 1, 2024 through December 31, 2024.

Attachments

1. Ordinance MC-1568

Ward:

All Wards

Synopsis of Previous Council Actions:

On November 6, 2024, Mayor and City Council received and filed two separate quarterly administrative budget transfer reports from April 1, 2024 through June 30, 2024 and July 1, 2024 through September 30, 2024.

On August 7, 2024, Mayor and City Council received and filed a quarterly administrative budget transfer report from Jan 1, 2024 through March 31, 2024.

On March 6, 2024, Mayor and City Council received and filed a quarterly administrative budget transfer report from July 1, 2023 through December 31, 2023.

On July 19, 2023, Mayor and City Council received and filed a quarterly administrative budget transfer report from April 1, 2023 through June 30, 2023.

On January 18, 2023, Mayor and City Council received and filed a quarterly administrative budget transfer report from July 1, 2022 through December 15, 2022.

On August 17, 2022, Mayor and City Council received and filed a quarterly administrative budget transfer report from April 5, 2022 through June 30, 2022.

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

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.