



CONSENT CALENDAR

City of San Bernardino Request for Council Action

Date: August 7, 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 (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 Jan 1, 2024 through March 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 January 1st to March 31st, 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 transfers that have been processed.

Date of Transfer	Departments Impacted	Credit (Decrease)	Debit (Increase)
1/18/2024	Community Development & Housing to CIP	\$(12,450,000.00)	\$12,450,000.00
2/13/2024	Community Development & Housing to Human Resources	\$(20,000.00)	\$20,000.00
2/13/2024	Public Works to Human Resources	\$(21,000.00)	\$21,000.00
2/13/2024	City Manager to Human Resources	\$(20,000.00)	\$20,000.00
2/13/2024	Community Development & Housing to Human Resources	\$(20,000.00)	\$20,000.00
3/12/2024	Community Development & Housing to Library	\$(200,000.00)	\$200,000.00

The January 18, 2024, transfer from Community Development & Housing to CIP was to transfer funds from the Housing Division to Public Works for the Navigation Center.

The February 13, 2024, transfer from Community Development & Housing to Human Resources was to fund recruitment for the City Planner.

The February 13, 2024, transfer from Public Works to Human Resources was to fund executive recruitment for the Deputy Director of Public Works.

The February 13, 2024, transfer from City Manager to Human Resources was to fund recruitment for the Legislative Affairs Manager.

The February 13, 2024, transfer from Community Development & Housing to Human Resources was to fund executive recruitment for the Building Official.

The March 12, 2024, transfer from Community Development & Housing to Library was to purchase Library’s WiFi system.

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

No fiscal impact.

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 Jan 1, 2024, through March 31, 2024.

Attachments

Attachment 1 City of San Bernardino Municipal Code Ordinance No. 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.