

Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Toni Taber
Margaret McCahan

SUBJECT: SEE BELOW

DATE: December 5, 2018

SUBJECT: TRANSFER COUNCIL DISTRICT FUNDS FOR INCOMING COUNCILMEMBERS DURING “TRANSITION YEARS” AND ADOPTION OF APPROPRIATION ORDINANCE AMENDMENTS IN THE GENERAL FUND

RECOMMENDATION

(a) Adopt the following 2018-2019 Appropriation Ordinance amendments in the General Fund:

- (1) Increase Council District #07 appropriation by \$421,550;
- (2) Decrease Council District #07 (January – June) appropriation by \$421,550;
- (3) Increase Council District #09 appropriation by \$448,055; and
- (4) Decrease Council District #09 (January – June) appropriation by \$448,055.

OUTCOME

The recommended actions will transfer the appropriations set aside for the incoming Councilmembers' use to the main operating appropriation for each Council District.

BACKGROUND

Operating Budget Section 20, Office of the Mayor and City Council District Office Budgets in Transition Years, of Council Policy 1-18, Operating Budget and Capital Improvement Program Policy, provides that for fiscal years in which the term of office of the Mayor or Councilmember(s) will expire (a “Transition Year”), two separate appropriations to maintain separate budget allocations for the outgoing and incoming elected officials shall be established. The total budget allocation will include: (a) office general budget; (b) constituent outreach budget; and (c) any carryover available from the prior fiscal year, from both office general and constituent outreach budgets. The first appropriation shall be for the July through December period for the Councilmember(s) whose terms expire in December of that year, representing 50% of the total allocation. The second appropriation shall be for the January through June period for the newly elected Councilmember(s), representing the remaining 50% of the total allocation.

HONORABLE MAYOR AND CITY COUNCIL

December 5, 2018

Subject: Transfer Council District Funds During "Transition Years" and Related Appropriation Actions

Page:2

ANALYSIS

Per Council Policy 1-18, Operating Budget and Capital Improvement Program Policy, two separate appropriations were established in 2018-2019 for Council Districts 7 and 9 which were in a transition year with an outgoing and an incoming Councilmember. With the incoming Council members starting their terms in January, the appropriations holding the funds for the second half of the fiscal year need to be re-appropriated to the main operating appropriation for each Council District for use by the new Councilmember for the continued operations of the office.

EVALUATION AND FOLLOW-UP

No additional follow up action is necessary.

PUBLIC OUTREACH

This memorandum will be posted on the City's website for the December 18, 2018, City Council meeting.

COORDINATION

This memorandum has been coordinated with the City Attorney's Office.

COMMISSION RECOMMENDATION/INPUT

The recommended actions have no commission input or recommendation.

COST SUMMARY/IMPLICATIONS

There is no net fiscal impact to the General Fund associated with the recommended actions. The adjustments requested will re-appropriate the funding for the second half of 2018-2019 to the main operating appropriation for Council Districts 7 and 9, resulting in a net zero transaction.

HONORABLE MAYOR AND CITY COUNCIL

December 5, 2018

Subject: Transfer Council District Funds During "Transition Years" and Related Appropriation Actions

Page 3

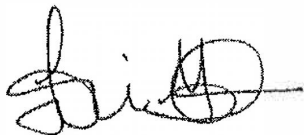
BUDGET REFERENCE

The table below identifies the fund and appropriation adjustments requested as part of this memorandum.

Fund #	Appn. #	Appn. Name	Current Total Appn.	Rec. Budget Action	2018-2019 Adopted Operating Budget Page	Last Budget Action (Date, Ord. No.)
001	1070	Council District #7	\$421,549	\$421,550	VIII-221	10/16/2018, 30172
001	1072	Council District #7 (January – June)	\$421,550	(\$421,550)	VIII-221	10/16/2018, 30172
001	1090	Council District #9	\$459,854	\$448,055	VIII-221	10/16/2018, 30172
001	1092	Council District #9 (January – June)	\$448,055	(\$448,055)	VIII-221	10/16/2018, 30172

CEQA

Not a Project; File No. PP10-067(b), Appropriation Ordinance.



Toni J. Taber, CMC
City Clerk



Margaret McCahan
Budget Director

For questions please contact Toni Taber, City Clerk, at (408) 535-1260.