

City Council Agenda Memo

From: Erick Rangel, Chief Financial Officer

Council Meeting: February 14, 2023

Subject: Resolution 23-016: Transferring City Manager Contingency Funds to City Departments

Presenter: Ashley Rentsch, Senior Finance Manager

Summary:

The United way has submitted recommendations for the full budgetary authority of \$252,480 allotted to social service agency funding in 2023. A contingency transfer is required to account for the \$5,000 United Way administrative fee for facilitating the funding process.

Background:

The Brookings Area United Way performs the funding request and recommendation process to determine the City’s annual allocation of Social Service Agency funding contributions. This year’s recommendation utilizes the full current budget of \$252,480. This budget must be supplemented by the Contingency Fund to account for the United Way’s administrative fee to provide this service.

Item Details:

<u>Account Number</u>	<u>Description</u>	<u>Current Budget</u>	<u>Increase</u>	<u>Decrease</u>	<u>Amended Budget</u>
101-405-5-856-99	Contingency Fund	\$275,112		(\$5,000)	\$270,112
101-452-5-425-04	Social Service Agency Funding	\$252,480	\$5,000		\$257,480

Legal Consideration:

None.

Strategic Plan Consideration:

This action supports fiscal responsibility by ensuring departments have sufficient budgets to meet obligations.

Financial Consideration:

This resolution involves a transfer of previously budgeted contingency funds to general fund accounts and has no impact to the overall budget.

Options and Recommendation:

The City Council has the following options:

1. Approve as presented
2. Amend
3. Deny
4. Move the item to a Study Session
5. Discuss / take no action / table

Staff recommends approval of the resolution as presented.

Supporting Documentation:

Memo

Resolution