




STAFF REPORT

Date: September 12, 2017
To: Bryan H. Montgomery, City Manager
From: Deborah Sultan, Finance Director
SUBJECT: You Me We Oakley Budget Amendment

Approved and Forwarded to the City Council:


Bryan Montgomery, City Manager

Background and Analysis

It has been the City's policy to include in the Annual Budget, only grant revenues where the City has received an award letter. At the time of the budget adoption for fiscal year 2017/18 staff had completed grant applications for You Me We Oakley, but had not received confirmation of the grant awards. Subsequent to the budget adoption, the City has received the grant funds from The San Francisco Foundation of \$40,000 and Y&H Soda Foundation of \$35,000. Staff is recommending the City Council approve a budget amendment increasing grant revenues in the You Me We Oakley fund and appropriate the use of those funds.

Fiscal Impact

In the You Me We Oakley Fund, Staff is recommending that estimated revenues be increased \$75,000; and appropriations be increased for the same amount.

Recommendation and Alternatives

Staff recommends the Council adopt the Resolution approving the recommended budget amendment.

Attachments

1. Budget Amendment
2. Resolution

YOU, ME, WE = OAKLEY!

The City has begun a partnership with the Welcoming America program to operate a Welcoming Oakley Program, focused on promoting mutual respect and cooperation between foreign-born and U.S.-born Americans. Financial support from the Y&H Soda Foundation finance the program's Staff and activities. Grants were initially awarded in FY 2010-2011. Because funding for the program is provided through grants, a separate fund is utilized to account for these activities. The program's longevity is dependent upon successful fundraising.

FUND 125- YOU, ME, WE = OAKLEY!				
	2014-2015 Actual	2014-2015 Actual	2015-2016 Projected	2017-2018 Recommended
Grant Proceeds	\$69,293	\$54,392	\$60,433	\$75,000
Interest	\$149	\$151		
Total Revenues	\$69,442	\$54,543	\$60,433	\$75,000
Personnel Services	\$45,913	\$51,597	\$34,333	\$48,500
Services	\$13,823	\$2,839	\$27,950	\$22,500
Supplies	\$70	\$357	\$6,400	\$4,000
Capital Outlay	\$9,636			
Total Expenditures	\$69,442	\$54,793	\$60,433	\$75,000

FUND 125- YOU, ME, WE = OAKLEY! STAFFING	
You Me We Project Coordinator	.50
Total STAFFING	

BUDGET TRANSFER/REVISION REQUEST FORM

Division	Activity	Budget Revision Number <small>(completed by Finance)</small> BA Journal # 201__ - ____ Prd: ____ Group No. ____	Date Received in Finance:
Source of Funding <input type="checkbox"/> From Existing Budget Appropriations <input type="checkbox"/> From Donations, Fees, or Grants <input type="checkbox"/> From Unappropriated Fund Balance		Type of Transfer <input type="checkbox"/> Intra-Division Transfer (within a division) <input type="checkbox"/> Inter-Division Transfer (between divisions) <input type="checkbox"/> Interfund Transfer (between funds)	Reason for Request: City received grant funding in July that was not included in the 17/18 adopted budget

	Description	Fund xxx	Division/Activity xx-xxx	Project # xxxx	Phase/Task xxx-xxxx	Amount	
						Increase	Decrease
1	Private Grants	125			3788	75,000	
2	Salaries	125	61001		4101	48,500	
3	Consulting	125	61-001		5120	4,000	
4	Website Services	125	61-001		5157	1,500	
5	Misc.	125	61-001		5190	1,000	
6	Meetings	125	61-001		5505	1,500	
7	Travel & Training	125	61-001		5510	2,000	

<p>NOTE: Please round amounts to the nearest hundreds.</p> <p>Division Requesting Change:</p> <p>1. _____ Division Head Signature _____ Date _____</p> <p>2. _____ Prepared by (print name and initial) _____ Date _____</p> <p>The above information has been reviewed, is complete and accurate, and the appropriations and/or unappropriated funds are adequate to support the request.</p>	<p>Finance Division Action:</p> <p>_____ Accounting Manager Signature _____ Date _____</p> <p>_____ Director of Finance Signature _____ Date _____</p> <hr/> <p>City Manager Action:</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Not Required</p> <p>_____ City Manager Signature _____ Date _____</p> <hr/> <p>City Council Action:</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Not Required</p>
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						Amount	
#	Description	Fund xxx	Division/Activity xx-xxx	Project # xxxx	Phase/Task xxx-xxxx	Increase	Decrease
1	Marketing & Marketing Materials	125	61-001		5515	4,000	
2	Special Events	125	61-001		5870	5,000	
3	Interfund Charges - Other	125	61-001		5916	3,500	
4	Office Supplies	125	61-001		6300	4,000	
5							
6							
7							

<p>NOTE: Please round amounts to the nearest hundreds.</p> <p>Division Requesting Change:</p> <p>1. _____ Division Head Signature Date</p> <p>2. _____ Prepared by (print name and initial) Date</p> <p>The above information has been reviewed, is complete and accurate, and the appropriations and/or unappropriated funds are adequate to support the request.</p>	<p>Finance Division Action:</p> <p>_____ Accounting Manager Signature Date</p> <p>_____ Director of Finance Signature Date</p> <hr/> <p>City Manager Action:</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Not Required</p> <p>_____ City Manager Signature Date</p> <hr/> <p>City Council Action:</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Not Required</p>
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RESOLUTION NO. __-17

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAKLEY
APPROVING THE FISCAL YEAR 2017-18 BUDGET AMENDMENT
REVISING REVENUES AND APPROPRIATIONS FOR YOU ME WE
OAKLEY BUDGET**

WHEREAS, the City Council approved the 2017/08 Annual Operating and Capital Improvement budget on June 13, 2017; and

WHEREAS, the policy of the City is to only include revenues from grants when an award letter has been received; and

WHEREAS, the City received grant awards for the You Me We Oakley program subsequent to the adoption of the annual 2017/18 operating budget; and

WHEREAS, the City Council has reviewed the revised budget for the You Me We Oakley program and wishes to approve and adopt the Staff recommendations;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Oakley hereby approves and adopts the Staff recommendations included in the budget amendment.

The foregoing resolution was introduced at a regular meeting of the Council of the City of Oakley held on the 12th day of September 2017, and adopted by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Sue Higgins, Mayor

ATTEST:

Libby Vreonis, City Clerk