

August 2, 2021

**To:** Members of the Budget and Finance Committee

**From:** Paula Boggs Muething, City Manager *WJ for POM* 202102563

**Subject:** **Emergency Ordinance – Zoning Administration Appropriation Transfer from B&I to City Planning**

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Attached is an Emergency Ordinance captioned:

**AUTHORIZING** the transfer of the sum of \$574,760 within General Fund 050 from and to various operating accounts for the purpose of transferring the duties of Zoning Administration from the Department of Buildings and Inspections to the Department of City Planning and Engagement, in accordance with the attached Schedule of Transfer.

The Zoning Administration function is being transferred from the Department of Buildings and Inspections (B&I) to the Department of City Planning and Engagement. This transfer will provide more efficient oversight, increase collaboration and integration of Zoning Administration, and the subordinate employees thereof, into the operations of the Department of City Planning and Engagement. This Emergency Ordinance would authorize the transfer of the sum of \$574,760 within the General Fund from the Department of Buildings and Inspections (B&I) to the Department of City Planning and Engagement according to the attached Schedule of Transfer. Partial year funding for seven positions is included in this transfer. The transfer of the Zoning Administration function will be effective October 3, 2021.

A separate Ordinance will be presented to the City Council to amend the Administrative Code to reflect the transfer of duties associated with Zoning Administration from B&I to the Department of City Planning and Engagement.

The reason for the emergency is the immediate need to transfer the resources needed for Zoning Administration to the Department of City Planning and Engagement so that work can continue uninterrupted.

The Administration recommends passage of this Emergency Ordinance.

cc: Andrew M. Dudas, Budget Director  
Karen Alder, Finance Director

Attachment