

May 10, 2023

**To:** Mayor and Members of City Council

**From:** Sheryl M. M. Long, City Manager 

202301380

**Subject: Emergency Ordinance – FY 2023 General Fund Operating Budget Final Adjustment Ordinance (FAO)**

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Attached is an Emergency Ordinance captioned:

**AUTHORIZING** the transfer of \$12,806,912 within the General Fund, from and to various operating accounts and the unappropriated surplus of the General Fund according to the attached Schedules of Transfer, for the purpose of realigning and providing funds for the ongoing needs of City departments; **AUTHORIZING** the transfer and return to source of the sum of \$70,000 from the Department of Human Resources General Fund non-personnel operating budget account no. 050x121x7200 to the unappropriated surplus of the General Fund; **AUTHORIZING** the transfer and return to source of the sum of \$26,000 from the non-departmental Lump Sum Payments personnel operating budget account no. 050x924x7100 to the unappropriated surplus of the General Fund; **AUTHORIZING** the transfer and appropriation of the sum of \$96,000 from the unappropriated surplus of the General Fund to existing capital improvement program project account no. 980x981x232505, "Fleet Replacements," for the purpose of providing resources for automotive and motorized equipment for City agencies supported by the General Fund with the intent of purchasing a truck for use by the Department of Human Resources for Commercial Driver's License training; **AUTHORIZING** the transfer and return to source of the sum of \$72,739 from the Department of City Planning and Engagement General Fund personnel operating budget account no. 050x171x7100 and \$19,261 from the Department of City Planning and Engagement General Fund fringe benefit operating budget account no. 050x171x7500 to the unappropriated surplus of the General Fund; **ESTABLISHING** new capital improvement program project account no. 980x255x232520, "Centennial II Office Renovation," for the purpose of providing resources for renovating space in Centennial II including, but not limited to, expansion of office space to accommodate additional staff in the Department of City Planning and Engagement; **AUTHORIZING** the transfer and appropriation of the sum of \$42,000 from the unappropriated surplus of the General Fund to capital improvement program project account no. 980x255x232520, "Centennial II Office Renovation," for the purpose of providing resources for renovating space in Centennial II including, but not limited to, expansion of office space

to accommodate additional staff in the Department of City Planning and Engagement; **AUTHORIZING** the transfer and appropriation of the sum of \$50,000 from the unappropriated surplus of the General Fund to capital improvement program project account no. 980x091x220920, "Video Conference Room Equipment," for the purpose of providing resources for the acquisition and installation of audio/visual equipment and other equipment necessary to support video conferencing capabilities in Centennial II with the intent to support the City Planning Commission; **AUTHORIZING** the transfer and return to source of the sum of \$15,000 from the balance sheet reserve account no. 050x2535, "Reserve for Operating Budget Contingencies," to the unappropriated surplus of the General Fund; **AUTHORIZING** the transfer and appropriation of the sum of \$15,000 from the unappropriated surplus of the General Fund to City Planning and Engagement General Fund non-personnel operating budget account no. 050x171x7200 for the purpose of providing resources to support the 2023 Cincinnati Housing Solutions Summit; **AUTHORIZING** the transfer and return to source of the sum of \$63,196 from the Cincinnati Parks Department General Fund non-personnel operating budget account no. 050x202x7200 to the unappropriated surplus of the General Fund; **ESTABLISHING** new capital improvement program project account no. 980x203x232038, "Parks Fleet Replacement – GF FAO," for the purpose of providing resources for automotive and motorized equipment including but not limited to mowers for the Cincinnati Parks Department; and **AUTHORIZING** the transfer and appropriation of the sum of \$63,196 from the unappropriated surplus of the General Fund to capital improvement program project account no. 980x203x232038, "Parks Fleet Replacement – GF FAO," for the purpose of providing resources for automotive and motorized equipment including, but not limited to, mowers for the Cincinnati Parks Department.

The attached Emergency Ordinance balances the City's General Fund operating budget accounts for FY 2023. The accounts are balanced by transferring appropriations within and between General Fund departments and relies on unappropriated surplus and the Reserve for Operating Budget Contingencies. The Emergency Ordinance also transfers resources from the General Fund unappropriated surplus to various capital improvement program project accounts.

#### **GENERAL FUND TRANSFERS WITHIN CURRENT APPROPRIATIONS**

A total of \$8,942,240 will be transferred within current appropriations in order to offset various anticipated needs as outlined below.

##### **City Manager's Office – \$718,875**

A total non-personnel need in the City Manager's office of \$718,875 is needed for various contractual services expenses. \$585,000 will be offset from savings within the

City Manager's Offset, and \$133,875 will be offset from various departmental and non-departmental savings.

The City Manager's Office requires \$90,000 for temporary personnel in the City Manager's Office, \$30,000 for an executive search contract, \$8,000 for the Talbert House for social services provided to citizens during City Council meetings, \$96,000 for a Cincinnati Police Department climate assessment, \$35,000 for a collaborative agreement consultant, \$50,000 towards the Mobile Crisis Response Team, and \$108,875 for the Women Helping Women training for the Cincinnati Fire Department.

The Emergency Communications Center (ECC) needs to transfer \$140,000 from personnel to non-personnel to properly account for expenses related to the Alternative Response to Crisis (ARC) program.

The Office of Environment and Sustainability (OES) requires \$161,000 to offset non-personnel needs related to recycling services, new recycling carts, and other contractual services.

**Department of Finance – \$25,000**

A total of \$25,000 in personnel savings will be transferred from the Treasury Division to offset an insurance need in Risk Management.

**Department of Community and Economic Development – \$140,000**

Personnel savings in an amount of \$140,000 will be transferred within the Economic Development Division to address a need in contractual services related to operating expenses for the Saks Fifth Avenue and Shillito's West buildings.

**Department of City Planning and Engagement – \$4,309**

A transfer of \$4,309 in personnel savings will be necessary to offset needs associated with telephone charges and office supplies for City Planning and Engagement staff.

**Citizen Complaint Authority – \$44,015**

An amount of \$44,015 of various department and non-department savings will be transferred to the Citizen Complaint Authority (CCA) to address various needs. \$40,000 is needed in personnel due to vacant positions that were filled at higher than anticipated salaries as well as merit increases and equity adjustments for investigation staff. An additional \$4,015 is needed for telephone services, sundry services, vehicle repairs, and equipment rental.

**Cincinnati Recreation Commission – \$589,570**

A transfer of \$589,570 in personnel, benefits, and properties savings will be necessary to cover various non-personnel needs related to automotive maintenance, utility expenses, childcare training, recreation center supplies, and information technology (IT) related needs.

**Department of Buildings and Inspections – \$80,000**

Personnel savings in the amount of \$5,000 will be transferred within the Property Maintenance and Code Enforcement Division to offset various non-personnel needs related to postage, telephone charges, travel expenses, and fleet services.

An amount of \$75,000 in various department and non-departmental savings will be transferred to the Buildings and Inspections, Licenses and Permits Division to address a need for Accela portal devices used in the field to track licensing and permit information.

**Cincinnati Police Department – \$3,524,129**

Personnel and benefits savings in the Administration Bureau in the amount of \$2,450,000 will be transferred primarily to offset personnel and benefits needs in the Investigations and Support Bureaus.

A transfer of \$1,074,129 from various department and non-departmental savings is also necessary to address needs related to the central warrant fees from Hamilton County, laptops for the Police Academy, and the Video Alliance contract.

**Department of Transportation and Engineering – \$50,000**

Personnel and fringe benefits savings in the Engineering Division in the amount of \$50,000 will be transferred to offset a personnel need as well as a non-personnel need for computers for new staff members in the Office of the Director.

**Department of Public Services – \$330,457**

A total of \$198,407 in personnel and benefits savings will be transferred within the Neighborhood Operations Division (NOD) to address various non-personnel needs including administration office renovations, garage door repairs, Rumpke services, and uniforms.

Various department and non-departmental savings in an amount of \$132,050 will be transferred to the Department of Public Services to address non-personnel needs resulting from increased Stormwater utility expenses.

**Cincinnati Fire Department – \$3,234,885**

A total of \$3,114,454 in personnel and fringe benefits savings in the Support Services Division will be transferred to offset personnel and benefits needs in the Response Division primarily due to increased overtime.

An amount of \$120,431 in various department and non-departmental savings will be transferred to the Cincinnati Fire Department to address non-personnel needs related to fire recruit training, firefighting foam used for chemical burns, and female firefighting training.

**Department of Economic Inclusion – \$201,000**

A total of \$201,000 in various departmental and non-departmental savings will be transferred to address a need in the Department of Economic Inclusion due to

personnel and fringe benefits costs resulting from the hiring of staff and the completion of the department's staffing plan.

## **GENERAL FUND SUPPLEMENTAL APPROPRIATIONS**

Two departments require supplemental appropriations totaling \$3,864,672. These needs will be addressed using General Fund unappropriated surplus.

### **Cincinnati Police Department – \$833,871**

Supplemental appropriations totaling \$833,871 are needed in the Cincinnati Police Department to address Police Visibility Overtime (PVO) and personnel and fringe benefits needs in the Support Division.

### **Cincinnati Fire Department – \$3,030,801**

The Cincinnati Fire Department requires a supplemental appropriation of \$3,030,801 primarily due to greater than anticipated overtime costs and associated wage-based fringe benefits costs resulting from the unexpected attrition of sworn personnel.

## **OPERATING BUDGET CONTINGENCIES BALANCE SHEET RESERVE ACCOUNT TRANSFER**

### **Department of City Planning and Engagement – \$15,000**

A sum of \$15,000 will be transferred from the Reserve for Operating Budget Contingencies balance sheet reserve account to the unappropriated surplus of the General Fund. The sum of \$15,000 will then be transferred from the unappropriated surplus of the General Fund to the Department of City Planning and Engagement to provide resources to support the 2023 Cincinnati Housing Solutions Summit pursuant to Council Motion #202201913.

## **GENERAL FUND TRANSFERS TO CAPITAL BUDGET**

Three departments require a transfer from the General Fund unappropriated surplus to various capital improvement program project accounts. A total of \$251,196 will be transferred as a result of General Fund departmental and non-departmental savings.

### **Human Resources – \$96,000**

A transfer in the amount of \$96,000 from the unappropriated surplus of the General Fund is required to the Department of Public Services' existing capital improvement program project account no. 980x981x232505, "Fleet Replacements" for the purpose of providing resources for automotive and motorized equipment for City agencies supported by the General Fund with the intent of purchasing a truck for use by the Department of Human Resources for Commercial Driver's License training. Of the \$96,000 needed, \$70,000 will be provided by contractual services savings in the Department of Human Resources and \$26,000 will be provided by personnel savings in the Lump Sum Payments non-departmental account.

**Department of City Planning and Engagement – \$92,000**

The Department of City Planning and Engagement has personnel savings of \$92,000, which will be returned to the General Fund unappropriated surplus and subsequently appropriated to two capital improvement program project accounts. \$42,000 will be appropriated to newly created capital improvement program project account no. 980x255x232520, "Centennial II Office Renovation," for the purpose of renovating space in Centennial II including, but not limited to, expansion of office space to accommodate additional staff in the Department of City Planning and Engagement. \$50,000 will be appropriated to existing capital improvement program project account no. 980x091x220920, "Video Conference Room Equipment," for the purpose of providing resources for the acquisition and installation of audio/visual equipment and other equipment necessary to support video conferencing capabilities in Centennial II with the intent to support the City Planning Commission.

**Cincinnati Parks Department – \$63,196**

The Cincinnati Parks Department has a non-personnel savings of \$63,196, which will be returned to the General Fund unappropriated surplus and appropriated to a newly established capital improvement program project account no. 980x203x232038, "Parks Fleet Replacement – GF FAO," for the purpose of providing resources for automotive and motorized equipment including, but not limited to, mowers for the Cincinnati Parks Department.

The reason for the emergency is the immediate need to realign and provide funds for the ongoing needs of City departments.

The Administration recommends passage of this Emergency Ordinance.

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

Attachment