

December 14, 2022

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

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



202202227

**Subject:** Emergency Ordinance – FY 2023 Mid-Year Budget Adjustments

Attached is an Emergency Ordinance captioned:

**AUTHORIZING** the transfer of the sum of \$324,600 within the General Fund, from and to various operating accounts of the General Fund according to the attached Schedule of Transfer, for the purpose of realigning and providing funds for the ongoing needs of City departments; and **AUTHORIZING** the transfer of the sum of \$67,400 within the Municipal Motor Vehicle License Tax Fund, from and to various operating accounts of the Municipal Motor Vehicle License Tax Fund according to the attached Schedule of Transfer, for the purpose of realigning and providing funds for ongoing human resources centralization efforts.

This Emergency Ordinance authorizes the transfer of \$324,600 within the General Fund, from and to various operating accounts of the General Fund according to the attached Schedule of Transfer, for the purpose of realigning and providing funds for the ongoing needs of City departments. This Emergency Ordinance further authorizes the transfer of the sum of \$67,400 within the Municipal Motor Vehicle License Tax Fund, from and to various operating accounts of the Municipal Motor Vehicle License Tax Fund according to the attached Schedule of Transfer, for the purpose of realigning and providing funds for ongoing human resources centralization efforts.

Three departments have anticipated needs, which will be offset by transfers within current appropriations to ensure the uninterrupted continuation of services. The various needs are outlined below.

**City Manager's Office** – The Approved FY 2023 Budget Update includes \$1,000,000 for the City Manager's Office to operate the Career Pathways Program. A Career Pathways Coordinator is needed to manage the program, so \$74,800 from the \$1,000,000 is being transferred from the City Manager's Office General Fund non-personnel operating budget to the City Manager's Office General Fund personnel operating budget. Additionally, the City Manager's Office wishes to provide \$15,000 for the Black Developers Conference, which is sponsored by Councilmember Harris in coordination with The Port Authority, Realist, the Cincinnati Development Fund (CDF), local affordable housing developers, and other partners for the purpose of providing resources and guidance for minority developers.

**Human Resources Department** – The City is currently undergoing a human resources centralization process, during which the Human Resources Department will assume responsibility and management of all City human resources staff. The upcoming phase of the centralization process involves transferring human resources staff from the Department of Public Services to the Human Resources Department. A total of \$209,800 in General Fund resources and \$67,400 in Municipal Motor Vehicle License Tax Fund resources will be transferred from the Department of Public Services to the Human Resources Department to support the reassignment of staff. Additionally, an estimated \$10,000 is needed to replace the Human Resources Department main entry door, which is no longer functional and requires replacement to ensure safety and security.

**Citizen Complaint Authority** – The Citizen Complaint Authority (CCA) has a non-personnel need of \$15,000. This is primarily due to the purchase of computers in FY 2022 that were not properly encumbered, resulting in a \$7,500 expense in FY 2023. Additionally, CCA's telephone expenses have also increased by an estimated \$7,500 due to additional Investigator positions requiring a City cell phone.

The reason for the emergency is the immediate need to ensure the uninterrupted continuation of services.

The Administration recommends passage of this Emergency Ordinance.

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

Attachment