

May 5, 2021

**To:** Mayor and Members of City Council 202101592  
**From:** Paula Boggs Muething, City Manager  
**Subject:** **Emergency Ordinance – FY 2021 Restricted Funds Operating Budget Final Adjustment Ordinance (FAO)**

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Attached is an Emergency Ordinance captioned:

**AUTHORIZING** the transfer of the sum of \$8,362,331 within the Restricted Funds from and to various operating accounts and **AUTHORIZING** the transfer and appropriation of \$1,181,726 from the unappropriated surplus of the respective Restricted Funds to various operating accounts for the purpose of realigning and providing funds for the ongoing needs of City departments in accordance with the attached Schedules of Transfer.

The attached Emergency Ordinance balances the City's Restricted Fund accounts as required by state law and authorizes transfers for 10 appropriated restricted funds. These include transfers within the FY 2021 Approved Budget Update, as well as increases to appropriations for six funds.

### **RESTRICTED FUND TRANSFERS WITHIN CURRENT APPROPRIATION**

The recommended transfers within the current FY 2021 appropriation are for the following 10 funds: Water Works Fund 101, Parking System Facilities Fund 102, Convention Center Fund 103, Stormwater Management Fund 107, Street Construction, Maintenance, and Repair Fund 301, Income Tax-Infrastructure Fund 302, Parking Meter Fund 303, Recreation Special Activities Fund 323, Community Health Center Activities Fund 395, and the Cincinnati Health District Fund 416.

The information below summarizes the need and transfers for each fund.

#### **Water Works Fund 101 – \$2,539,000**

##### **Department of Water Works – \$2,539,000**

A transfer in the amount of \$2,539,000 is needed for the following: The Business Services Division has a need in personnel and benefits due to actual position vacancy allowance (PVA) of Early Retirement Incentive Program (ERIP) positions being less than budgeted. Additionally, there is a need in fixed charges due to the water main break at Riverside Drive. The Supply Division has a need in non-personnel services due to additional cleaning of facilities in response to COVID-19 as well as safety improvements made to help allow employees to return to a safer work environment. The Distribution Division has a need in personnel services to offset overtime spent related to water main leak repairs, and a need in non-personnel due to additional materials. The Information

Technology Division has a need in personnel and benefits due to actual position vacation savings of ERIP positions being less than budgeted. The Engineering Division transfers will provide funding for Enterprise Technology Solutions (ETS) Security Services (Virtual Private Network (VPN) Firewall).

### **Parking System Facilities Fund 102 – \$50,000**

#### **Department of Enterprise Services – \$50,000**

The Division of Parking Facilities will require a transfer within appropriations in the amount of \$50,000 for a need in fringe benefits and the Sixth Street Garage insurance premium.

### **Convention Center Fund 103 – \$80,000**

#### **Duke Energy Convention Center – \$80,000**

A transfer in the amount of \$80,000 is needed for salary reimbursements.

### **Stormwater Management Fund 107 – \$125,000**

#### **Department of Buildings and Inspections – \$125,000**

Buildings and Inspections will require a transfer within appropriations in the amount of \$125,000 for a need in contractual services related to the Private Lot Abatement Program (PLAP).

### **Street Construction, Maintenance, and Repair Fund 301 – \$317,772**

#### **Department of Public Services – \$317,772**

A transfer in the amount of \$317,772 will be necessary to account for a need in the Transportation and Road Operations Division (TROD) for increased ice control expenses and equipment.

### **Income Tax-Infrastructure Fund 302 – \$496,716**

#### **Department of Transportation & Engineering – \$496,716**

A transfer in the amount of \$496,716 is needed to account for a shortfall in personnel costs in the Office of the Director, Division of Transportation Planning, and Division of Traffic Engineering.

### **Parking Meter Fund 303 – \$60,000**

#### **Department of Enterprise Services – \$60,000**

An amount of \$60,000 is needed in the Parking Facilities Division to cover fringe benefits.

### **Recreation Special Activities Fund 323 – \$176,000**

#### **Department of Recreation – \$176,000**

An amount of \$176,000 is needed to cover additional personnel and non-personnel needs in the Seniors Division and Support Services Division.

**Community Health Center Activities Fund 395 – \$3,164,000**

Health Department – \$3,164,000

A transfer in the amount of \$3,164,000 is needed due to higher than budgeted expenses for building rent and software costs, fringe benefits, reimbursements, and an increase in various medical supplies and service supplies as a result of the COVID-19 pandemic.

**Cincinnati Health District Fund 416 – \$1,259,771**

Health Department – \$1,259,771

A transfer in the amount of \$1,259,771 to the Office of the Commissioner, Technical Resources, and Community Health & Environmental Services agencies is needed to cover the following: higher than expected temporary personnel costs due to the COVID-19 pandemic, reassignments and the shifting of positions between divisions due to the pandemic, personal protective equipment (PPE), unbudgeted software costs, unbudgeted membership costs, equipment updates, uniforms, increased sewage costs, and IT costs for the new software system being installed at clinics.

**TRANSFERS RESULTING IN A SUPPLEMENTAL APPROPRIATION**

The following six funds require supplemental increases in appropriations in FY 2021 as described below:

**Stormwater Management Fund 107 – \$191,537**

Department of Public Services – \$191,537

A supplemental appropriation in the amount of \$191,537 is needed to cover an anticipated funding shortfall due to increased automotive repair fees and funds transferred to the Department of Building and Inspections to accommodate for the Private Lot Abatement Program (PLAP).

**Street Construction, Maintenance and Repair Fund 301 – \$198,060**

Department of Public Services – \$198,060

A need of \$198,060 exists in the Transportation and Road Operations Division (TROD) for an anticipated funding shortfall due to increased ice control expenses in winter operations.

**Income Tax-Infrastructure Fund 302 – \$92,793**

Department of Transportation and Engineering – \$92,793

A supplemental appropriation in the amount of \$92,793 is needed to cover a personnel shortfall in the Division of Traffic Engineering.

**Parking Meter Fund 303 – \$1,279**

**Non-Departmental Accounts – \$1,279**

A need of \$1,279 exists in the Public Employees Assistance Program (PEAP) non-departmental account based on employees' usage of the program.

**Recreation Special Activities Fund 323 – \$170,000**

**Department of Recreation – \$170,000**

An amount of \$170,000 is needed in the Support Services Division to cover the installation of Wi-Fi at all recreation centers and pools. This installation was partially reimbursed by CARES Act funding and the remaining expenses can be covered by existing fund balance within Fund 323.

**Cincinnati Health District Fund 416 – \$622,129**

**Health Department – \$622,129**

An amount of \$622,129 is needed in the Office of the Commissioner, Primary Health Care Centers, and School & Adolescent Health to cover personnel expenses due to actual costs exceeding budgeted amounts in FY 2021.

The reason for the emergency is the immediate need to provide for the ongoing needs of City departments through the end of the fiscal year.

The Administration recommends passage of this Emergency Ordinance.

cc: Christopher A. Bigham, Assistant City Manager  
Karen Alder, Finance Director

Attachment