

June 27, 2022

To: Members of the Budget and Finance Committee

From: John P. Curp, Interim City Manager *JW*

202201490

Subject: **Emergency Ordinance – Law and Buildings & Inspections: Transfer Funds to Audio/Visual Equipment for Public Hearings Capital Project**

Attached is an Emergency Ordinance captioned:

AUTHORIZING the transfer and return to source of the sum of \$10,000 from the Law Department non-personnel operating budget account no. 050x112x2000x7281 to the unappropriated surplus of the General Fund; and **AUTHORIZING** the transfer and return to source of the sum of \$25,000 from Department of Buildings and Inspections non-personnel operating budget account no. 050x212x1000x7289 to the unappropriated surplus of the General Fund; **AUTHORIZING** the transfer and appropriation of the sum of \$35,000 from the unappropriated surplus of the General Fund to existing capital improvement program project account no. 980x112x221108, “Replace Audio Equipment for Public Hearings.”

Approval of this Emergency Ordinance authorizes the transfer and return to source of the sum of \$10,000 from the Law Department non-personnel operating budget account no. 050x112x2000x7281 to the unappropriated surplus of the General Fund and the transfer and return to source of the sum of \$25,000 from Department of Buildings and Inspections non-personnel operating budget account no. 050x212x1000x7289 to the unappropriated surplus of the General Fund. Additionally, this Emergency Ordinance authorizes the transfer and appropriation of the sum of \$35,000 from the unappropriated surplus of the General Fund to existing capital improvement program project account no. 980x112x221108, “Replace Audio Equipment for Public Hearings.”

The Approved FY 2022 Capital Budget included \$15,000 in funding for the “Replace Audio Equipment for Public Hearings” capital improvement program project to provide resources for a complete system upgrade including installation of a ceiling microphone tray, audio mixer, two-way ceiling speakers, amplifier, and microphone/line mixer. The Law Department’s Administrative Boards hearing room is used for various public meetings including the Board of Zoning Appeals, the Board of Building Appeals, the Historic Conservation Board and other administrative and public meetings. An upgrade of the audio/visual equipment and software will facilitate a better meeting environment.

The current cost estimate for the project is now \$50,000 creating a \$35,000 shortfall. Since the Department of Buildings and Inspections utilizes the Administrative

Hearings room and audio equipment for their departmental hearings, they have agreed to contribute \$25,000 to cover a portion of the project shortfall from their FY 2022 General Fund non-personnel operating budget savings. The remaining \$10,000 shortfall will be provided by the Law Department from their FY 2022 General Fund non-personnel operating budget savings.

This Emergency Ordinance is in accordance with the “Collaborate” strategy to “[i]mprove service delivery, control costs, and diminish duplication of services” as described on pages 218-219 of Plan Cincinnati (2012).

The reason for the emergency is the need to ensure the completion of the purchase and installation of the audio equipment in 2022 to facilitate pending administrative and public meetings in the Law Department’s Administrative Boards hearing room.

The Administration recommends passage of this Emergency Ordinance.

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



Attachment