



Legislation Text

File #: 2234-2021, **Version:** 1

BACKGROUND:

This ordinance authorizes the transfer of financials and fixed assets for the Division of Code Enforcement from the Department of Development to the Department of Building and Zoning Services.

A recent citywide operational review identified that several of the Division of Code Enforcement's activities align with, and are beneficial to, the building and development community. To better structurally position personnel, programming, and future funding, this legislation will formally transfer the financial aspects and fixed assets of the Division of Code Enforcement from the Department of Development to the Department of Building and Zoning Services, assigning it the division code 43-02.

This ordinance is contingent upon passage of accompanying ordinance 2328-2021 which amends various sections of the Columbus City Codes in order to effectuate the transfer of the Division of Code Enforcement from the Department of Development to the Department of Building and Zoning Services. The division shall have as its primary duties the facilitation of the enforcement of codes and other duties as may be authorized by the director or ordinance of council. In addition, ordinance 2169-2021 authorizes the necessary transfers of authorized personnel strength levels from the Department of Development to the Department of Building and Zoning Services for the Division of Code Enforcement and Division of Administration.

The anticipated executed date of the re-organization is September 20, 2021.

Emergency: This legislation is being submitted as an emergency to allow for proper accounting of this division and to allow for as little interruption in services as possible.

Fiscal Impact: The Division of Code Enforcement is currently funded by the General Fund as well as federal funds related to the city's response to the COVID-19 pandemic. In transferring the division, authority for unencumbered budget balances in the General Fund, totaling so much as is available when the re-organization is executed, as well as future expenditures in that fund, are being transferred to the Division of Code Enforcement within the Department of Building and Zoning Services (division 43-02). However, all current General Fund encumbrances, contracts, obligations, including internal service charges, etc. currently established in division 44-03 for the Division of Code Enforcement within the Department of Development will remain in division 44-03 until exhausted, cancelled, and/or expired. Likewise, all current year General Fund expenses that have already occurred prior to when the re-organization is executed, shall remain in the Department of Development (division 44-03).

In transferring the division, authority for unencumbered balances in the Fire Escrow Fund, totaling so much as is available when the re-organization is executed, as well as future receipts and expenditures in that fund, are being transferred to the Division of Code Enforcement within the Department of Building and Zoning Services (division 43-02). However, all current Fire Escrow Fund receipts and encumbrances, contracts, obligations, etc. currently established in division 44-03 for the Division of Code Enforcement within the Department of Development will remain in division 44-03 until exhausted, cancelled, and/or expired. Likewise, all current year transactions that have already occurred prior to when the re-organization is executed shall remain in the Department of Development (division 44-03).

In transferring the division, authority for unencumbered balances in the Development Taxable Bond Fund, Project Number 782004-100003, totaling so much as is available when the re-organization is executed, are being transferred to the Division of Code Enforcement within the Department of Building and Zoning Services (division 43-02). However,

all current Development Taxable Bond Fund, Project Number 782004-100003, receipts and encumbrances, contracts, obligations, etc. currently established in division 44-03 for the Division of Code Enforcement within the Department of Development will remain in division 44-03 until exhausted, cancelled, and/or expired. Likewise, all current year transactions that have already occurred prior to when the re-organization is executed shall remain in the Department of Development (division 44-03).

This ordinance also establishes an imprest petty cash operating fund in the amount of \$500.00 for minor expenditures within the Department of Building and Zoning Services, Division of Code Enforcement (division 43-02). The imprest petty cash fund for the Division of Code Enforcement under the Department of Development (division 44-03) will be correspondingly disestablished.

Fixed assets assigned to the Department of Development, Division of Code Enforcement will also be transferred to the Department of Building and Zoning Services, Division of Code Enforcement (division 43-02).

The Division of Code Enforcement is currently fully funded by the General Fund and a bond fund. It has been determined that a significant portion of the division's activities directly benefit the building and development community and, therefore, 20% of personnel expenses are considered eligible for inclusion in the Department of Building and Zoning Services' Development Services Fund. In order for the fund to absorb this additional cost for the remainder of 2021, a supplemental appropriation for personnel expenses of \$470,210.00 is necessary in the Development Services Fund.

To authorize the transfer of financials and fixed assets for the Division of Code Enforcement from the Department of Development to the Department of Building and Zoning Services, including establishing an imprest petty cash account for the division in the Department of Building and Zoning Services; to transfer current fund balances associated with the division as provided in the attachment; to appropriate \$470,210.00 from the Development Services Fund; and to declare an emergency (\$470,210.00).

WHEREAS, a recent citywide operational review identified that several of Division of Code Enforcement's activities align with and are beneficial to the building and development community; and

WHEREAS, to better structurally position personnel, programming, and future funding, the Division of Code Enforcement will transfer from the Department of Development to the Department of Building and Zoning Services upon passage of accompanying ordinances 2328-2021 and 2169-2021; and

WHEREAS, unencumbered budget balances in the General Fund, as well as future expenditures in that fund, are being transferred to the Division of Code Enforcement within the Department of Building and Zoning Services (division 43-02) when the re-organization is executed; and

WHEREAS, unencumbered balances in the Fire Escrow Fund, as well as future receipts and expenditures in that fund, are being transferred to the Division of Code Enforcement within the Department of Building and Zoning Services (division 43-02) when the re-organization is executed; and

WHEREAS, the unencumbered balance in the Development Taxable Bond Fund, Project Number 782004-100003, is being transferred to the Division of Code Enforcement within the Department of Building and Zoning Services (division 43-02) when the re-organization is executed ; and

WHEREAS, it has also become necessary to establish an imprest petty cash fund in the amount of \$500.00 for minor expenditures within the Division of Code Enforcement, under the Department of Building and Zoning Services. The City Auditor shall transfer appropriations from object class 05 from the Department of Development to object class 05 of the

Department of Building and Zoning Services, Division of Code Enforcement, according to the attachment to this ordinance. The imprest petty cash fund, as established by the aforementioned \$500.00 shall be operated by the Director of the Department of Building and Zoning Services, who shall keep accurate accounting of such monies. The imprest petty cash fund for the Division of Code Enforcement under the Department of Development (division 44-03) shall be correspondingly disestablished; and

WHEREAS, fixed assets assigned to the Department of Development, Division of Code Enforcement will also be transferred to the Department of Building and Zoning Services, Division of Code Enforcement (division 43-02) and Division of Administration (division 43-01); and

WHEREAS, it is necessary to appropriate an additional \$470,210.00 from the Development Services Fund for 20% of the Division of Code Enforcement's personnel expenses for the remainder of 2021; and

WHEREAS, an emergency exists in the usual daily operation of the Departments of Development and Building and Zoning Services in that it is immediately necessary to transfer the financials and fixed assets for the Division of Code Enforcement from the Department of Development to the Department of Building and Zoning Services, including establishing an imprest petty cash account for the division in the Department of Building and Zoning Services, to allow for proper accounting of this division and to allow for as little interruption in services as possible for the preservation of the public peace, property, safety, and welfare; **NOW, THEREFORE**,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBUS:

SECTION 1. That the City Auditor is authorized to transfer the General Fund appropriation totaling so much as is available when the re-organization is executed.

SECTION 2. That the City Auditor is authorized to transfer the Fire Escrow Fund, included in the Development Administration Division (division 44-01), to the Department of Building and Zoning Services, Division of Code Enforcement, totaling so much as is available when the re-organization is executed, as per the account codes in the attachment to this ordinance.

SECTION 3. That the City Auditor is authorized to transfer the unencumbered balances in the Development Taxable Bond Fund, Project Number 782004-100003, totaling so much as is available when the re-organization is executed, as per the account codes in the attachment to this ordinance.

SECTION 4. That the City Auditor shall establish an imprest petty cash account in the amount of \$500.00 within the Division of Code Enforcement under the Department of Building and Zoning Services (division 43-02). The City Auditor shall transfer appropriations from object class 05 from the Department of Development to object class 05 of the Department of Building and Zoning Services, Division of Code Enforcement, according to the attachment to this ordinance. The imprest petty cash fund, as established by the \$500.00 shall be operated by the Director of the Department of Building and Zoning Services, who shall keep accurate accounting of such monies. The imprest petty cash fund for the Division of Code Enforcement under the Department of Development (division 44-03) shall be correspondingly disestablished.

SECTION 5. That fixed assets assigned to the Department of Development, Division of Code Enforcement shall also be transferred to the Department of Building and Zoning Services, Division of Code Enforcement (division 43-02).

SECTION 6. That the administration and management of all private and government grants awarded to the Division of Code Enforcement shall remain assigned to division 44-03 for the duration of the grant agreement, to allow for continuity of programming and reporting. All other stipulations related to that funding remain in place. All new grants awards after the re-organization is executed shall be executed under the authority of the Department of Building and Zoning Services.

SECTION 7. That the Director of Development is authorized to pay and/or continue to pay any outstanding

encumbrances and contract obligations held as it relates to the Department of Development, Division of Code Enforcement using the funding in place on those obligations, including prior year(s) encumbrances, until those balances are liquidated or no longer needed.

SECTION 8. That all Fire Escrow Fund receipts and expenses that have already occurred prior to when the re-organization is executed shall remain in the Department of Development, Administration Division (division 44-01).

SECTION 9. That all Development Taxable Bond Fund, Project Number 782004-100003, receipts and expenses that have already occurred prior to when the re-organization is executed, shall remain with the Department of Development (division 44-03).

SECTION 10. That all General Fund expenses that have already occurred prior to the when the re-organization is executed, shall remain with the Department of Development (division 44-03).

SECTION 11. That from the unappropriated monies and from all monies estimated to come into the Development Services Fund from any and all sources and unappropriated for any other purpose during the fiscal year ended December 31, 2021, the sum of \$470,210.00 be and hereby is appropriated to the Development Services Fund (2240), Department of Building and Zoning Services within the personnel object class (OC-01) per the account codes in the attachment to this ordinance.

SECTION 12. That the funds are hereby deemed appropriated and expenditures and transfers authorized to carry out the purposes of this ordinance and the City Auditor shall establish such accounting codes as necessary.

SECTION 13. That for reasons stated in the preamble hereto, which is hereby made a part hereof, this ordinance is hereby declared to be an emergency measure and shall take effect and be in force from and after its passage and approval by the Mayor, or ten days after passage if the Mayor neither approves nor vetoes the same.