



To: Gahanna City Council
Raymond Mularski, City Attorney

From: Joann Bury, Director of Finance
Laurie A. Jadwin, Mayor

Date: March 22, 2021

Re: Dept. of Finance Report to Council (March 22, 2021 Meeting)

ACTION ITEM #1 – REQUEST FOR A RESOLUTION TO TRANSFER APPROPRIATIONS

In anticipation of returning to in-person meetings, City Council has identified a need to address the safety precautions surrounding COVID-19 and public participation at meetings. At Council's request, the Administration's IT Department has presented to Council a live-streaming solution that will require technology purchases to accommodate these services for public participation and enhance closed-captioning functions.

The quote for the required technology has been received and is approximately \$5,000 more than the amount of appropriations currently available in the CARES Act Technology Services account. It has been determined the amount previously appropriated for salary and benefits reimbursements will not be needed in its entirety. The Administration is respectfully requesting a Resolution to transfer an appropriation in the amount of \$5,000 from CARES Act Full Time Wages – 230.06.000.5105 to CARES Act technology services – 230.06.000.5215.

Legislation Needed: Resolution
Emergency/Waiver: No
Vendor Name & Address: N/A
Supplemental/Transfer (Amounts & Accounts): \$5,000

From: CARES Act Full Time Wages – 230.06.000.5105
To: CARES Act technology services – 230.06.000.5215

ACTION ITEM #2 – REQUEST FOR A RESOLUTION TO TRANSFER APPROPRIATIONS

The City has an afforded an opportunity to participate with MORPC in the Rapid 5 project – a partnership with ULI- Columbus, MORPC and Metroparks Columbus – to create a plan to connect all of Central Ohio's major waterways and trails. Because the Big Walnut Creek is one of the five

major waterways being evaluated for trail connectivity, Gahanna eligible to participate in this program. The overall project has an estimated cost of \$400,000 to \$500,000 and will include the preparation of renderings/visuals from architectural firms that will demonstrate how these waterways can be transformed into greenspaces and regional connections. MORPC is requesting support for the project from participating municipalities in the amount of \$10,000 to help defer the overall cost of the project. Gahanna's participation in this program not only will provide the City with a defined vision to guide future growth of its existing trail system, but also will elevate Gahanna's importance in the connectivity of the Region and the State.

Although not part of the original appropriation request for Contract Services, the Parks Division realized savings within salaries and benefits appropriations when Zac Guthrie was promoted to the position of Parks & Facilities Superintendent and his previous duties were reassigned within the Division rather than backfilling his position. With these savings in mind, the Administration therefore is requesting a Resolution to transfer an appropriation of \$7,000 from Parks Services Full Time Wages – 101.08.310.5105 and \$3,000 from Parks Services Insurance – 101.08.310.5135 to Parks Services Contract Service – 101.08.310.5205, to support participation in the Rapid 5 project process.

Legislation Needed: Resolution

Emergency/Waiver: No

Vendor Name & Address: N/A

Supplemental/Transfer (Amounts & Accounts):

\$7,000 FROM: Parks Services Full Time Wages – 101.08.310.5105

TO: Parks Services Contract Service – 101.08.310.5205

\$3,000 FROM: Parks Services Insurance – 101.08.310.5135

TO: Parks Services Contract Service – 101.08.310.5205

ACTION ITEM #3 – REQUEST AN ORDINANCE FOR SUPPLEMENTAL APPROPRIATIONS

On September 3, 2020, the City received the results of a US Department of Treasury Audit for the Department of Treasury Equitable Sharing Program for the years 2015, 2016, 2017, 2018 and 2019. The audit noted the following:

- The City had posted Treasury Equitable Sharing Funds to the Department of Justice (DOJ) Equitable Sharing Fund.
- Non-federal equitable sharing was posted to the Treasury Fund and should have been posted elsewhere.
- The Equitable Sharing Agreement and Certification (ESAC) form, which includes financial activity for both the Treasury and DOJ Equitable Sharing programs, was not aligning to our accounting system.

There are a few reasons for these audit results:

- The information provided to the Police Department for the City's share does not always contain clear information that identifies the program for which we are receiving funds.

- Until 2015, the City reported Treasury and DOJ activity separately on the ESAC report, though both programs were accounted for in the same fund within the accounting system. In 2015, the Treasury Fund was created to report each program separately, as required. However, a look back to past activity was not performed at that time. At that time, a determination was made that past activity already had been reported and was not necessary to transfer any funds. It is important to note that both programs have the same restrictions to use the funds for Public Safety purposes only.
- When the ESAC report was reviewed by DOJ, it was agreed that changes to the report were requested by the DOJ and the Police Department would make the requested changes to the ESAC. However, the accounting system was not updated to reflect those changes.

To correct these audit results and provide assurance that they do not occur again, the following actions have or will be taken:

- The Police Department has identified resources with the assistance of Treasury and DOJ to better identify the program for which funds are being received.
- The supplemental appropriation request and transfer of funds will bring our accounting system fund balance in line with the audited Treasury balance.
- An annual reconciliation between the accounting system and the ESAC report will continue to be conducted. Any changes requested to be made to the ESAC report will be communicated to the Department of Finance so that accounting system adjustments can be made.

Based on the above, we are respectfully requesting an Ordinance for supplemental appropriations in the Federal Law Enforcement Trust Fund (DOJ Equitable Sharing) for a Transfer Out – 235.10.000.5900 in the amount of \$95,608.47 and Treasury Equitable Sharing Fund Transfer Out – 236.10.000.5900 in the amount of \$2,393 and authorization to transfer \$88,064.33 to the Treasury Fund and \$9,337.14 to the Public Safety Fund. This will align our fund balances in the accounting system for both Equitable Sharing Programs to those reflected on the ESAC and Treasury audit report.

Legislation Needed: Ordinance

Emergency/Waiver: No

Vendor Name & Address: N/A

Supplemental/Transfer (Amounts & Accounts):

Transfer Out – 235.10.000.5900 in the amount of \$95,608.47

Treasury Equitable Sharing Fund Transfer Out – 236.10.000.5900 in the amount of \$2,393

Transfer to Treasury Fund in the amount of \$88,064.33

Transfer to the Public Safety Fund in the amount of \$9,337.14