

March 10, 2021

202100934

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

**From:** Paul Boggs Muething, City Manager

**Subject:** **Emergency Ordinance – Amending Article II, Sections 7, 8, and 11  
Administrative Code – City Manager’s Office**

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Transmitted herewith is an emergency ordinance captioned as follows:

**AMENDING** Sections 7, 8, and 11 of Article II, “City Manager,” of the Administrative Code of the City of Cincinnati to identify the necessary areas of responsibilities for Assistant City Managers and assistants to the City Manager to facilitate the operation of the Office of the City Manager.

The reason for the emergency is the immediate need to revise the roles of assistant city managers to better align with the needs of the City and the City Manager to ensure efficient operation of the City Manager’s office.

This ordinance will implement the operational changes described in earlier communications to Council regarding the establishment of an Office of Constituent Affairs and the commitment of additional resources in the City Manager’s Office to this functionality. The goal of these changes is improved customer service to the public and Councilmembers by providing timely responses to inquiries and to increase City staff efficiency by providing management resources to coordinate responses. Additionally, this ordinance re-orientes and updates the other core functionalities that are typically overseen by assistant city managers.