

EMERGENCY

City of Cincinnati

CMZ

An Ordinance No. _____

- 2021

AWB

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.

WHEREAS, the proposed amendment to Article II of the Administrative Code revises the roles and responsibilities of Assistant City Managers and assistants to the City Manager so they align with the current needs of the City and the City Manager in order to ensure efficient operation of the City Manager's Office; now, therefore,

BE IT ORDAINED by the Council of the City of Cincinnati, State of Ohio, with three-fourths of its members concurring:

Section 1. That Article II, Sections 7, 8, and 11 of the Administrative Code, "City Manager," is hereby amended as follows:

Sec. 7. - Office of the City Manager.

The office of the city manager, for administrative purposes, shall be analogous to a department. Offices established under the office of the city manager and reporting directly to the city manager or to an assistant city manager shall be analogous to divisions within such department. General references to divisions in the administrative code and municipal code shall include offices under the city manager, and references to division heads shall include the chief administrative officers of such offices unless otherwise specifically provided.

The city manager may administratively establish offices within the office of city manager to perform any administrative duty or responsibility except those duties and responsibilities specifically assigned elsewhere by ordinance.

Among such offices as established by the city manager shall be:

~~Assistant City Manager for Administration. The assistant city manager for administration shall be responsible for providing leadership, oversight and coordination to support agencies, community development functions, as well as coordinating information for the council committees and council calendar.~~

~~Assistant City Manager for Enterprise Services. The assistant city manager for enterprise services shall be responsible for providing leadership, oversight and coordination of the activities related to competition services, the Convention Center and Intergovernmental Relations.~~

~~*Assistant City Manager for Operations.* The assistant city manager for operations shall be responsible for providing leadership, oversight and coordination to line service agencies and will also coordinate and serve as liaison to the Boards and Commissions of the City of Cincinnati.~~

~~*Public Affairs Office.* The public affairs office will be responsible for coordinating the administration of the telecommunications functions of the city, including oversight of the cable television franchise awarded by the city, and shall be responsible for all media relations and the public relations and marketing strategies of the city. The public affairs officer will report directly to the city manager.~~

Sec. 8. - ~~Administrative Assistants~~ to the City Manager.

The city manager shall appoint one or more~~an administrative assistant~~ assistants to the city manager who shall ~~coordinate citizen complaints received by the office of the city manager,~~ coordinate public information activities and perform such other duties as may be requested by the city manager in order to facilitate the operation of the office of the city manager.

Sec. 11. - Assistant and Acting City Manager.

The city manager shall appoint one or more assistant city managers. ~~The city manager shall designate one or more assistant city managers to perform the duties and exercise the authority of the city manager when the city manager is absent, disabled, or otherwise unavailable to serve. The assistant city managers shall perform such other duties of the office as may be assigned at any time by the city manager. An assistant city manager so designated or assigned shall be fully authorized to act on behalf of the city manager and to perform all duties of the office as needed.~~ The city manager shall maintain discretion on all assignments to assistant city managers and shall make such assignments to ensure adequate resources are committed to the following functions:

1. *Public Services and Enterprise Operations* - Leadership, oversight, and coordination of city operations focused on delivering public services to city residents and of enterprise operations.
2. *Budget, Finance, and Development* - Leadership, oversight, and coordination of city finance, budgeting, and development functions.
3. *Constituent Affairs and Council Services* - Leadership, oversight, and coordination of intake, processing, and resolution of constituent inquiries regarding city operations and requests or inquiries from members of council.

The assistant city managers shall perform such other duties of the office as may be assigned at any time by the city manager.

The city manager shall designate one or more assistant city managers to perform the duties and exercise the authority of the city manager when the city manager is absent, disabled, or otherwise unavailable to serve. In the event that the city manager is absent, disabled, or otherwise unavailable to serve, then such designated assistant city manager shall be fully authorized to act on behalf of the city manager and to perform all duties of the office as needed.

Should the city manager and the designated assistant city manager be absent, disabled, or otherwise unavailable to serve, the duties and authority of the office of city manager shall be performed and exercised by another assistant city manager or a department director designated in accordance with a line of succession which the city manager shall file in writing with the clerk of council. Such designation may be amended at any time by the city manager.

The performance of the duties and exercise of the authority of the office of city manager shall also be in accord with this section during a vacancy in the office unless otherwise provided by the city council.

For purposes of this section, and without limiting the general meaning of the term, "disabled" shall include vacancy in office.

Section 2. That existing Sections 7, 8, and 11 of Article II of the Administrative Code, "City Manager," are hereby repealed.

Section 3. That this ordinance shall be an emergency measure necessary for the preservation of the public peace, health, safety, and general welfare and shall, subject to the terms of Article II, Section 6 of the Charter, be effective immediately. 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.

Passed: _____, 2021

John Cranley, Mayor

Attest: _____
Clerk

New language is underscored. Deleted language is struck through.