

**Agenda Economic Development Reform Panel
May 7, 2021, 1-2:30 p.m.**

- I. Call to Order: Chair Ann Marie Tracey
Panelist in attendance: Tim Burke, Bobbi Dillon, Guy Guckenberger, Alicia Bond-Lewis, Dan Schimberg, KZ Smith, Bernadette Watson and Verna Williams

- II. Approval of 4.23.21 minutes
Bernadette motion to approve
Verna Williams seconded the motion

- III. Guest Speaker: City Manager Paula Boggs Muething
 - a. Covered Charter Division of Responsibilities; and,
 - b. Actions performed to date by the Administration to increase transparency and improve customer service:
 - i. Updates to the City Manager's Strategic Plan
 - ii. Creation of the Office of Constituent Affairs
 - iii. Update Council onboarding sessions
 - iv. Structural changes to the Department of Community and Economic Development

A. Charter Division of Responsibilities

The Mayor is the City's official head and representative. The Mayor:

- Initiate's legislation, including transmitting the budget to the City Council, and can veto legislation
- Refers matters to Council committees
- Makes certain appointments, including appointing the City Manager, with the advice and consent of Council

The Council is the legislative authority and appropriating body for the City.
The Council:

- Passes ordinances, motions, and resolutions, including overriding vetoes
- Appropriates all of the money/funds of the City
- Creates Council committees
- Approves appointments and the removal of the City Manager

The City Manager is the chief executive and administrative officer of the City.
The Manager:

- Hires and fires most of the employees in the City Administration
- Binds the City through contracts

- Creates the initial budget for consideration
 - Acts as the chief conservator of the peace
 - Makes certain appointments, subject to the advice and consent of Council
- B. Actions by the Administration to increase transparency and improve customer service**
- i. Updates to the City Manager's Strategic Plan
 - Streamline the City Manager's strategic plan into 4 goals: Excellent Service, Safety, Fiscal Sustainability; and Supporting thriving neighborhood.
 - Incorporate these 4 goals into the Department Directors' performance management agreements
 - ii. Creation of the Office of Constituent Affairs (OCA): [detailed info available in an FYI memo released Jan 26, 2021.](#)
 - Established Jan 26, 2021, headed by an Assistant City Manager and Office Director, the OCA will provide prompt and consistent customer service, increased transparency and will execute city operations free from political influence.
 - The OCA is not a substitute for current customer service platforms such as 591-6000 or [Fix It Cincy](#)
 - The OCA serves as a clearing house for matters not easily resolved under normal customer service processes
 - Before the OCA, a constituent with an unorthodox problem would contact all 9 members of council, each would contact who they believed could best resolve the matter, resulting in dozens of people working on one issue. Under the OCA, matters are resolved through a primary point of contact, ensuring consistency and transparency.
 - iii. Other Initiatives
 - Updated Council onboarding sessions. Targeted trainings on ethics and charter responsibility offered 4-6 times per year under the Council and Boards Academy and New Council Orientation hosted by the administration each new Council election cycle.
 - Extended time frames that development projects are before council committees, with regularly scheduled briefings by department legislative teams.
 - Required community engagement for development projects receiving \$50K or more in City incentives. These projects must now go through a community engagement process comparable to City Planning's regulatory process, with a subsequent report to be presented before Council. [Details available in a FYI memo release February 26, 2021.](#)
 - iv. Structural changes to the Department of Community and Economic Development: Objective is twofold: Remove some department functions

that were not mission critical and switch from a geographic focus to a program focus, enabling the department to focus on business attraction and retention. Changes include:

- Creation of an Office of Human Services within the City Manager's Office to handle the leveraged support contracts
- Creation of an Office of Federal Grants Administration within the City Manager's Office to handle all HUD related contracts

IV. Discussion Summary

- a. The OCA will have an online portal to track inquiries and responses and the Office of Performance and Data Analytics can assist to reporting.
- b. DCED's focus will be on neighborhood business districts, commercial programs, job and business retention will all remain in addition to working with the Community Development Fund and Housing Advisory Board over administration of the Affordable Housing Trust Fund.
- c. The City moves sequentially vs developers move congruently, often developers reach out to Council will their faced with a delayed in the City's sequential process. Now vs going to Council members, such inquiries can go directly to OCA who can activate the DCED staff, serving as advocates for the projects within their portfolio.
- d. Over the past 5 years the City has worked to standardize the development agreement process. Clarification to the development community what the City can or cannot do will insulate council influence from attempting to move the administration outside of normal roles or processes.
- e. Inexperienced developers should contact DCED and their Small Business Enterprise Division, once Major Projects is a place for entry.
- f. If an inexperienced developer seeks assistance by Council, Council should refer to OCA.
- g. City Manager recommends mandatory training requirements of Council.

V. City Solicitor's Office: Lobbying, Campaign Contributions Disclosure Requirements and Open Data

- a. Introduction to the [Office of Performance and Data Analytics \(OPDA\)](#) and general capacities of what OPDA can provide
- b. OPDA and the City's Enterprise Technology Solutions department are working through improvements to how the current campaign data is presented [online: link here.](#)
- c. Lobbyist registry is also being update, upon a finalization to the Handbook and passage of an ordinance to accept the changes.

VI. Planning and Other Business

- a. Solicitor's Office is working on a chart that lists local legislation associated with council reform.

Minutes Approved 5.21.21

- b. Ann Marie is working on a compilation of recommendations by topic and citation. She intends to provide that to the Solicitor's office for review and release to the EDRP.
- c. A Special Working Meeting of EDRP will be held Thursday, May 27, 2021 at 1pm.

VII. Meeting adjourned- 2:32pm

The Next Meeting is May 21, 2021, 1-2:30 p.m.