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[www.cincinnati-oh.gov](http://www.cincinnati-oh.gov)

city of  
**CINCINNATI**  
**OHIO**



# QUICK QUIZ!

What building does the City of Cincinnati own?

- A) Union Terminal
- B) Carew Tower
- C) Taft Theater
- D) Contemporary Arts Center

Can you name the former City Solicitor who became President of the United States?

- A) William Howard Taft
- B) Rutheford B. Hayes
- C) Lyndon B. Johnson
- D) Richard M. Nixon

Stumped? See the answers on the inside of the back cover!

## CITY OF CINCINNATI CINCINNATI, OHIO

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The office of the Clerk of Council has prepared this booklet to introduce students and the general citizenry to the structure, operations and officials of Cincinnati City government.

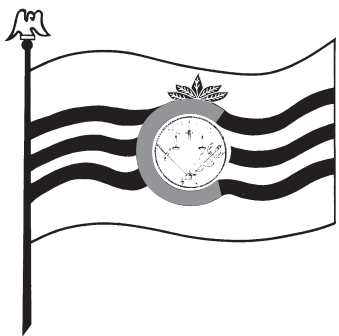
## ABOUT CINCINNATI

Cincinnati has seen great changes since the first settlers arrived over two hundred years ago. Even the name has changed. When the earliest pioneers arrived on December 18, 1788, they named their settlement Losantiville. General Arthur St. Clair, the first Governor of the Northwest Territory, re-christened the settlement “Cincinnati” the following year. Cincinnati is named in honor of the Society of the Cincinnati, an organization of Revolutionary War officers to which Gen. St. Clair belonged. Other changes, even more dramatic than the change in name, were to come.



When the first settlers arrived here they found a vast stretch of wilderness. By 1860, Cincinnati was being compared to London and Paris as it grew into the sixth largest city in the nation with 161,044 inhabitants. By 1990, Cincinnati was the forty-fifth biggest city in the nation, with a population of 364,040. The small log cabins of the first settlers had given way to an impressive skyline marked by huge office towers. These changes were not accidental. Cincinnati has grown and developed into the vibrant, healthy city it is today because of the labors of millions of people making countless decisions about the form and function of their city.

## THE OFFICIAL FLAG OF CINCINNATI



The flag was the winning design from a competition held in 1895. The designer was Emil Rothengater, a foreman at the Russell Morgan Lithograph Company. It was not until June 15, 1940, that Mayor James G. Stewart officially accepted the flag for the city.

On the white background (suggestive of purity, it was said) the three wavy blue bands represent the Ohio River. The red letter C stands for Cincinnati, and the five red buckeye leaves for Ohio. Within the C is the seal of Cincinnati (1819).

## SEAL OF THE CITY OF CINCINNATI

Consistent with Section 104.1 Code of Ordinances, the seal of the City of Cincinnati was designed in 1819.

### LEGEND

Winged Rod - Commerce

Serpents - Wisdom

Sword - Authority and Power

Scales - Justice

Juncta Juvant

Juncta - means to join

Juvant - means to help or assist

Literal Translation:

“Things joined together are helpful”

General translation:

“Unity Assists”



## CITY COUNCIL

In 1926, Cincinnati was among the first cities in the nation to adopt the Council-Manager form of government. Spawned by the Progressive Era during the early 1900s, the City Manager is responsible for the day-to-day administration of the City and the implementation of policy. City Council, similar to a board of directors, sets the policies by which the City is governed.

Every four years, nine members of City Council are selected in an “at-large” election. Elections are held in odd-numbered years on the first Tuesday after the first Monday in November. The mayor appoints the vice-mayor and a president pro-tempore is chosen among those elected to Council. The vice-mayor serves as mayor in the mayor’s absence, and the president pro-tempore serves if both the mayor and vice-mayor are unavailable. At the same organizational meeting, the members create standing committees of council. The mayor selects the chairs of each committee and the council selects the members. Finally, the members appoint a clerk of council.

The City Charter requires each council member to name one or more of their fellow members to designate their successor in the event that a council member is unable to serve, for whatever reason, the entire term of office. The appointee, with full rights and privileges, may serve during the unexpired term.

The newly elected council, at this inaugural session, adopts rules for conducting its weekly meeting in council chambers, but this code may be amended at any time by majority vote. Except during weeks of holiday, council usually meets on Wednesday at 2 pm. During July and August, council and the standing committees meet only during the first week of each month.

Special sessions, consistent with the City Charter, may be held. Under the “Sunshine Law” meetings of council and its committees are open to the public.

## **THE MAYOR**

In 1999 the voters of Cincinnati adopted to directly elect the Mayor of the City. Every four years a Mayor is determined in a municipal election in November from two mayoral candidates who shall be chosen at a non-partisan primary held in May of a mayoral election year. The mayor may serve for no more than two four-year terms.

The mayor presides at council meetings and is responsible for conducting the business before council in an orderly and efficient manner, but shall not have a vote on any items present to council. The mayor is not a member of council.

According to the City Charter, the mayor shall be recognized as the official head of the City for all ceremonial purposes, by the courts for the purpose of serving civil process, and by the governor for military purposes. In time of public danger or emergency, the mayor may, with the consent of the council, take command of the police, maintain order and request the governor to assist to the City in restoring order. The mayor speaks for all citizens and the office of the mayor has the opportunity to offer general policy directions and leadership for the City.

The mayor recommends citizens to various boards and commissions as provided for the Charter (Article III, Section 3).

## **COUNCIL COMMITTEES**

Committees conduct the major portion of the work of City Council. The committee system enables citizens to be heard on matters of particular interest to them at bi-weekly meetings for each committee, and it provides the means for committees to

thoroughly consider item before recommending some action to the full council. The standing committees of council are as follows:

### **BUDGET & FINANCE COMMITTEE**

Jurisdiction: Budget, Appropriations, Development Agreements, Bonds, Financial reporting, Federal and State Grants, Sale and Lease of Property, Pension, Health and Tax Policies.

### **ECONOMIC GROWTH & ZONING COMMITTEE**

Jurisdiction: Residential and Commercial Development Processes, Downtown Development Zoning, Planning Commission, Port Authority, REDI (Jobs Only), Bike Infrastructure, GO Cincinnati, 3CDC/DCI, Tourism, Marketing and Special Events, International Relations, Chambers of Commerce, Wasson Way and the Ohio River Trail/Oasis Trail.

### **EDUCATION, INNOVATION AND GROWTH COMMITTEE**

Jurisdiction: Relationship and Policies relative to CPS, Community Colleges and Universities, innovation Ecosystem (Cintrifuse, CincyTech, Union Hall, etc.) Innovation-driven Job Growth (MLK/Innovation Corridor), Bus Services/Future of Metro, technology in City Government, Environmental Sustainability, Recreation, Aging and Accessibility Issues, Workforce development and Job Training, and City Charter Review.

### **EQUITY, INCLUSION, YOUTH & THE ARTS COMMITTEE**

Jurisdiction: Equity in City Government, Human Services, Youth Issues, Summer Jobs, Affordable Housing, Homelessness, Inclusion Policies and LGBTQIA Issues; Immigration and Refugees, Arts and Cultural Institutions, and Animal Treatment.

### **LAW & PUBLIC SAFETY COMMITTEE**

Jurisdiction: Police, fire, safety policies, citizen complaint authority and liquor licenses.

### **MAJOR PROJECTS & SMART GOVERNMENT COMMITTEE**

Jurisdiction: Major Transportation and Infrastructure Projects (Western Hills Viaduct, Streetcar, Brent Spence Bridge, etc.), Hamilton County TID, OKI, Children and Families Council, Child Poverty Collaborative, Preschool Promise, Regional Collaborative and Shared Services, Council Rules and Procedures, Internal Audit, City Manager Appointment and Review, Committee Memberships, Government Efficiency, Workplace Safety, Civic Engagement, Cincinnati Mill Creek Greenway Trail and Little Duck Creek Trail.

## **NEIGHBORHOODS COMMITTEE**

Jurisdiction: Neighborhood Corridors, Road Improvements, Customer Service, Utility Planning, Neighborhood Business Districts, Parks, Market Rate Housing, Neighborhood Enhancement Program, Snow Removal, Sanitation, Community Councils, Public Services, Parking Services, and Veteran Affairs.

## **CLERK OF COUNCIL**

The office of the Clerk of Council is the repository of all official records and documents of the City. The clerk, is also responsible for affirming resolutions and ordinances passed by council, and publishes legal notices in The City Bulletin when required by the charter. Citizens may file communications with the Clerk for submission for Council.

The Clerk's staff prepare the agenda for each committee and the calendar for the weekly session of council. This office is responsible for informing citizens of public hearings in which they would have a special interest. To ensure full participation of all citizens in public hearings, committee and council sessions, a sound enhancement system and closed captioned television monitor is available to accommodate the hearing impaired. All council and committee meetings are shown live and videotaped for broadcast on the public access channel.

The City Bulletin, published weekly by the clerk of council, is the official publication of the City of Cincinnati. Ordinances, resolutions, motions and various legal notices are published in The City Bulletin, and a subscription may be purchased from the clerk's office. Other publications available from the Clerk's Office are the Charter of the City of Cincinnati, the Cincinnati Municipal Code, a directory of council members and committee assignments, committee agendas and the council calendar. Certification of City documents is an additional service provided by this office.

## **CITY MANAGER**

The City Manager is responsible for the day-to-day business of operating the City of Cincinnati. The Chief Administrator is appointed by the Mayor and approved by City Council. The City Manager is responsible for providing and maintaining the essential City services through efficient and effective management and operation of the City. The City provides many basic services to the citizens of Cincinnati including fire and police protection, solid waste management, recreational activities, green space management, community and economic development, water and sewer management, and maintenance of the public infrastructure.

The City Manager delegates responsibility and coordinates the many tasks performed by City employees. The Mayor and City Council determine policies and set direction for the City through legislative measures, but the execution of policy is the paramount responsibility of the City Manager. The City Manager executes the policy directives through the management of 21 Offices and Departments and approximately 6,000 employees.

The Administration organization of the City of Cincinnati is comprised of many departments responsible for carrying out the diverse operations of the City and meeting the needs of its citizens.

The City Manager oversees the following departments:

### **DEPARTMENT OF BUILDINGS & INSPECTIONS**

The Department of Buildings and Inspections protects the health and safety of the citizenry by ensuring the quality and integrity of the City's building environment. The Department of Buildings and Inspections operates the Permit Center and consists of Permits and Inspections, Property Maintenance Code Enforcement and Zoning Administration.

### **DEPARTMENT OF CITY PLANNING**

Develops the Zoning Code, Subdivision Rules and Regulations, and other land use regulatory processes. Staffs the City Planning Commission. Provides demographic, mapping, and analysis services. Develops special plans, including the Comprehensive Plan, Consolidated Plan, Urban Renewal Plans, Community Plans, and Tax Increment Financing plans. Manages federally funded program reviews, including environmental reviews of projects. Processes zone change applications. Manages Planned Developments and Interim Development Control Overlay Districts.

### **DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT**

Serves as an innovative, proactive partner in supporting comprehensive economic and workforce development, quality housing development, historic conservation, and social services for all citizens of Cincinnati. Works to ensure the quality and integrity of the City's building stock, maintaining the quality of the commercial construction and enforcing the laws and codes established to further these goals. This department also serves the Small Business and Resident Services Division to provide a one-stop small business service to meet start-up and growth needs of Cincinnati's small business.

### **PARKING FACILITIES**

Promotes a healthy downtown and local economy by

providing professional facility management of the City's parking assets, which include parking meter collections, parking garages and lots.

#### **DEPARTMENT OF ECONOMIC INCLUSION**

Works to ensure economic opportunity and inclusion for all citizens seeking to do business with the City of Cincinnati and serve as a catalyst for the growth of minority-and women-owned businesses in the City and throughout the region.

The Department of Economic Inclusion is responsible for administering, enforcing, and monitoring the Equal Employment Opportunity Program, the Living Wage Program, MBE/WBE/SBE certification programs, and Local, State & Federal Prevailing Wage laws.

#### **ENTERPRISE TECHNOLOGY SOLUTIONS**

Provides information technology solutions that increase the business effectiveness of local government and law enforcement agencies, and their customers, in the Hamilton County region.

#### **DEPARTMENT OF FINANCE**

Maintains the financial strength of the City of Cincinnati. The Finance Department collects and receives the City's income tax; administers employees' benefit programs; and conducts comprehensive performance audits of City programs, systems and functions. Includes printing services and purchasing division.

#### **FIRE DEPARTMENT**

Provides comprehensive emergency response services including calls to fires, medical emergencies, hazardous materials incidents, explosive and hazardous devices, and situations involving weapons of mass destruction.

#### **DEPARTMENT OF HUMAN RESOURCES**

Functions as Civil Service Commission, Labor Relations, Classification and Testing, Compensation, Training/Organizational Development, Employee Relations/Americans with Disabilities Act, Equal Employment Opportunities, the Cincinnati Human Resources Information System.

#### **DEPARTMENT OF LAW**

Provides effective and efficient legal service to the City of Cincinnati by representing the Council, officers, departments, and boards of the City as legal counsel and attorney. The Law Department also represents the City in all proceedings in which the City is a party before any court or adjudicatory body; serves

as prosecuting attorney; and provides all services in connection with acquisition, management and sale of real property, business and family relocation, and the levying of assessments.

#### **METROPOLITAN SEWER DISTRICT**

Provides the community with quality, cost effective collection and treatment of wastewater, and "on-time" engineering by ensuring public health through compliance and development of regulations.

#### **CINCINNATI POLICE DEPARTMENT**

Serves as the primary law enforcement agency of the City. The major priorities of the Police Department are the prevention of crime, protection of life and property, suppression of criminal activity, apprehension and prosecution of offenders, regulation of non-criminal conduct, and the preservation of public peace.

#### **DEPARTMENT OF PUBLIC SERVICES**

Provides the citizens of Cincinnati with a clean city through efficient solid waste collection and neighborhood maintenance programs. The Facility Management Division provides citizens and employees with public facility management. The Neighborhood Operations Division provides quality community-driven service through street cleaning, recycling, green space management and the City's centralized customer service center. The Traffic and Road Operations Division maintains the public rights-of-way including streets, bridges, viaducts, walls, traffic control, roadway lighting, and emergency response for snow, floods, landslides and other hazards. The Division of Fleet Services contributes to the efficiency of City services by providing to all City agencies the automotive equipment necessary to perform their functions.

#### **DEPARTMENT OF TRANSPORTATION & ENGINEERING**

Provides high quality, cost-effective architectural design, civil engineering design, construction management, transportation planning, traffic engineering services, and graphic design services to improve the City's public transportation system. This department plans, designs, builds, and maintains a transportation network that enhances the mobility of persons, goods, and services, and helps to create a sustainable, balanced public environment.

#### **GREATER CINCINNATI WATER WORKS**

Provides the citizens of Cincinnati with a plentiful supply of high quality water and outstanding services in a financially responsible manner. Includes Storm-water management Utility.

## CITY MANAGER'S OFFICE

The City Manager's Office consist of Assistant City Managers, Chief Advocacy Officer for Aging and Accessibility, Citizen's Complaint Authority, Duke Energy Convention Center, Office of Budget and Evaluation, Office of Communications, Office of Environment and Sustainability, Office of Human Relations, Office of Internal Audit, Office of Performance Data Analytics.

### ASSISTANT CITY MANAGERS

Work with City departments to resolve problems, review and sign contracts, and provide advice and assistance to the City Manager to ensure the efficient daily operations of the City.

### CHIEF ADVOCACY OFFICER FOR AGING AND ACCESSIBILITY

Responsible for all aging and accessibility issues; including advocacy for older and disabled Cincinnatians and ensuring compliance with the requirements of the Americans with Disabilities Act.

### CITIZEN COMPLAINT AUTHORITY

Investigates allegations of misconduct by police officers including, but not limited to, shots fired, deaths in custody, and the major uses of force. The CCA reviews and resolves all citizen complaints in a fair, impartial, efficient and timely manner.

### DUKE ENERGY/CONVENTION CENTER

Oversees the management agreement between Global Spectrum and the City of Cincinnati. Manage all contracts related to the use of the Convention Center and responsibly handle all financial and administrative functions including scheduling events, and developing new customers at the center.

### OFFICE OF BUDGET & EVALUATION

Responsible for budget development, budget monitoring, policy research, assisting in performance management, and the general administration of the programs funded by the U.S. Department of Housing and Urban Development.

### OFFICE OF COMMUNICATIONS

Coordinates communications on City services and projects to the community. The Office works with City departments to maintain open and clear communications about the work they perform for the City. Includes CitiCable.

## OFFICE OF ENVIRONMENT AND SUSTAINABILITY

Responsible for brownfield remediation, property evaluation, site-specific investigation, cleanup and redevelopment of City property, and evaluation of cut and fill permits. Also assists with Title X enforcement and the Energy Management Team. City-wide recycling program, Urban Farming, Electricity and Gas Aggregation Programs.

### OFFICE OF HUMAN RELATIONS

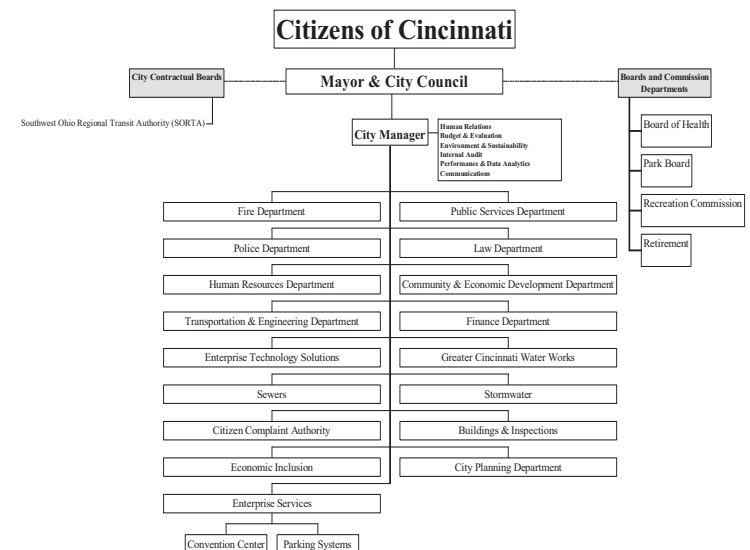
Serves as a catalyst to promote the building of positive relationships between and among the various groups and cultures that make up Cincinnati. Works to mobilize institutions and individuals to resolve diversity issues while developing mechanisms to ensure equitable treatment of all persons.

### OFFICE OF INTERNAL AUDIT

Internal Audit conducts operational audits, within generally accepted government auditing standards, by providing independent and objective assurance designed to add value and improve the operations of the City of Cincinnati.

### OFFICE OF PERFORMANCE AND DATA ANALYTICS

Works to establish a comprehensive, integrated performance management program for the City that includes Performance Management Agreements, a CincyStat program, and an Innovation Lab focused on streamlining municipal processes and delivering better, faster, and smarter services.



## BOARDS & COMMISSIONS

Citizen volunteers, through their devoted service on various boards and commissions, play a vital role in City government. Most of these boards act in an advisory capacity, but some of them, such as the Civil Service Commission, the Board of Health, the Recreation Commission and the Park Board have considerable discretionary authority.

Listed below are some of the active boards and commissions, which number more than 50.

- Civil Service Commission
- Recreation Commission
- Historic Conservation Board
- Board of Trustees of the Cincinnati Southern Railway
- Board of Health
- Board of Parks Commissioners
- Urban Forestry Board
- City Planning Commission
- Zoning Board of Appeals
- Board of Examiners of Plumbers
- Board of Trustees of Retirement System
- Board of Building Appeals
- Southwest Ohio Regional Transit Authority
- Community Development Advisory Board
- Citizens Complaint Authority
- Cincinnati Elections Commission
- Riverfront Advisory Council

## HEALTH DEPARTMENT

The Health Department is responsible for the promotion, protection, and maintenance of the public's health. It monitors and inspects commercial food establishments, groceries, restaurants, nursing homes, child care centers and neighborhood nuisances. The Cincinnati Health Department provides many services to the community such as medical and dental care; inspections required under Cincinnati Municipal Code, Ohio Revised Code, and Board of Health Regulations; health education; litter and weed control; and maintaining birth and death records. The Department also investigates communicable disease outbreaks and is a partner in the regional medical response system for responding to medical emergencies in Cincinnati and the surrounding communities.

## DEPARTMENT OF PARKS

The Department of Parks maintains all City-owned parks and

open space, offers educational activities related to the natural environment and aids with urban beautification projects. Cincinnati Parks constitute over 5,000 acres, which amounts to approximately 10% of the City's total land area.

## CINCINNATI RECREATION COMMISSION

The Cincinnati Recreation Commission is dedicated to providing recreational and cultural activities for all people in our neighborhoods and the whole community with a variety of leisure time activities at number of playgrounds and community centers. It is responsible for operating and maintaining swimming pools, golf courses, senior citizen centers, tennis courts, therapeutic and athletic programs.

## CITY HALL

Since 1802, council officials met formally at residences of members and other citizens. The Columbian Inn, along with the "Sign of the Green Tree," Yeatman's, McHenry's and other inns were favorite meeting places. Other more permanent meeting sites were the Brick Townhouse on the Common, Frances Carr's Third Street Building, the College Building, and in the first building on the present site from 1852. Jacob Burnet owned the lot bounded by Plum and Eighth and Ninth Streets and Craven Alley, which council purchased from him. In turn, Burnet purchased the newly issued City Hall bonds at six percent in 1850.

Council passed an ordinance on August 20, 1851 to erect "cheap and permanent city buildings," and then entered into a contract with Chambers & Dryden on September 5, 1851, for the erection of the original frame one-story building, running from Eighth Street to Ninth, with Craven Alley at the rear, for more than \$27,000. On February 17, 1852, council moved into this new one-story building and discovered later that year that the building was totally inadequate. City offices were scattered all over the city, including that of the city solicitor, which made it difficult for the mayor to consult with him. Council hired Anderson & Hannaford, a local architecture firm, to supervise the erection of an additional frame story in 1861. In 1863, Frances Pedretti, noted Cincinnati decorator and fresco artist, painted the ceiling of Council Chambers. Council remained in this steadily deteriorating structure until it moved into the new City Hall in 1893.

Common Council (later City Council), supported by special

legislation enacted by the Ohio General Assembly on March 21, 1887, initiated the steps required to erect the new edifice. The Board of the Sinking Fund appointed Robert Allison, Thomas Paxton, James M. Glenn and Charles A. Miller as the four citizen members of the Board of City Hall Trustees, of which Robert Allison became President. The original plan was to build a new City Hall on the same lot after tearing down the first structure. However, a public petition signed in April 1887 by the mayor and more than two hundred other prominent citizens and the work of influential pressure groups persuaded the board to acquire the entire lot. This prompted the City and the Board of City Hall Trustees to have the property condemned and to appropriate the property fronting on Central Avenue at the expense of \$195,000 paid to the heirs of Jacob Burnet. The Ohio General Assembly enacted the proper legislation enabling the Common Council to institute condemnation proceedings, and appropriated funds to aid the Common Council in paying the jury-directed costs.

Samuel Hannaford & Sons won the architectural competition with a winning design listed as “Richardsonian-Romanesque,” a massive quasi-medieval German granite structure. Dull red Iron Mountain granite came from Wisconsin, other granite came from Missouri. Amherst, Ohio provided the buff stone, and Indiana furnished the flat rock. The stairway and wainscotting gleams with marble from Italy and Tennessee, while the beautifully polished columns in the corridors are of Vermont granite. Herter Brothers of New York inlaid the mosaic tile floors, and Pottier & Stymus of New York designed and made the stained glass windows showing allegorical scenes of early Cincinnati. Charles Pedretti, son of Frances Pedretti, frescoed the Council Chamber with the seals of the nation, state, county and city, as well as the decorations in the corridors.

The total cost of the building and furnishing City Hall came to about \$1,610,000, \$610,000 over the sum authorized by the General Assembly in 1887. Funding was provided for by the sale of bonds authorized by five acts of the Legislature, because Cincinnati had no “home rule” then. The dimensions of the building are 332 by 203 feet. The total lot area is



67,396 square feet, height to roof, 158 feet. The main tower is 32 feet square and 253 feet high and the clock (four dials) 10 feet in diameter.

The Fraternal Order of Masons were in charge of the corner-stone laying August 16, 1888, an impressive and stirring ceremony. The contents of the corner-stone are highly diverse.

All trustees were present for the dedication exercises presided over by Governor McKinley and Robert Allison on May 13, 1893. Former Governor Foraker also attended the gala festivities, for it was his administration that enacted the necessary enabling legislation to construct City Hall.

City Hall was placed on the National Historic Register in 1974. A festive ceremony celebrating the 100th anniversary of the historic structure was held May 13, 1993 and City officials re-dedicated this illustrious landmark.

## HOW TO SPEAK AT A CITY COUNCIL MEETING

A Citizens Forum for public speaking is held 30 minutes prior to each council session. During this forum, citizens are able to address council regarding any issue of concern. All speakers are required to fill out a speaker’s request card and submit it to the clerk before the start of each forum. The mayor grants each citizen the privilege of the floor to speak for two minutes.

## GLOSSARY OF TERMS

### MOTION

Similar to a bill; it is a proposal, submitted by a member of council, for legislative action by the full council.

### RESOLUTION

A declaration expressing the intent or wishes of the full council.

### ORDINANCE

Similar to a law; it is the formal, legal language voted upon by council that gives the administration official direction and sets the laws of the City. Ordinances contain only one subject and are drawn at the request of any member of council, a council committee, the city manager, a board (or commission) or department director.

**ADOPTION**

The council approves a motion by a majority vote.

**FAILURE OF ADOPTION**

A report, ordinance or resolution that does not receive support from a majority of council.

**FILE**

The council has reviewed the report on the motion or communication; no further action is necessary.

**INDEFINITE POSTPONEMENT**

Similar to filing; it is used for ordinances council does not wish to adopt.

**APPROVE & FILE**

The council reviews and approves the contents of a report on a communication or a motion; the administration is directed to follow through with its recommendation.

**DISAPPROVE & FILE**

The council reviews and disapproves the contents of a report on a communication or a motion; the administration is directed not to follow through with its recommendation.

**HOLD**

The council may request that an item be held on the council calendar to provide time to further research the item.

**WITHOUT RECOMMENDATION**

Report was reviewed in committee and placed on the calendar, even though the committee did not agree on a recommended action.

**REFERRAL**

Within the guidelines defined by council, it is a responsibility of the clerk's office to determine which committee will receive which item upon its submission by a member.

**READINGS**

The Charter of the City requires that ordinance receive three readings on three separate dates before final passage. With the consent of a majority of council, this rule is typically suspended to expedite the process.

**BY-LEAVE**

A submission by a member of council for consideration by the administration. By-leaves take the form of motions, communications, resolutions and occasionally ordinances. By-leaves typically occur at the end of council and committee meetings.

**ROLL CALL SUSPENSION**

Used to suspend the rules of council to proceed with a vote on an ordinance or a resolution.

**ROLL CALL PASSAGE**

The final vote on a motion or a resolution.

**“AS INDICATED”**

The council approves the recommended action listed on the agenda.

**REQUEST FOR PROPOSALS (RFPS)**

The process by which the City accepts bids for projects and services.

**HOW A MOTION BECOMES AN ORDINANCE**

The process begins when one or more members of council file a motion with the clerk, typically during a meeting of city council or one of its committees. Unless immediate action is required, the motion is referred to the appropriate department in the administration for analysis and preparation of a report. After review and approval of the report by the city manager, it is sent to the committee of council with jurisdiction over the issue. If a majority of the committee supports the motion, two things will occur: first, the issue will be put before the full council with a recommendation for passage from the committee, and second, an ordinance will be prepared, upon which the full council will vote. After three readings (formally over the course of three council meetings; this rule is usually suspended) of the ordinance, it is voted upon by the council. A majority of five votes means that ordinance passes and becomes law in the City of Cincinnati.

## IMPORTANT PHONE NUMBERS & WEBSITES

City Operator (513) 352-3000  
24-hour Customer Service Hotline (513) 591-6000

City of Cincinnati: <http://www.cincinnati-oh.gov>  
This site has links to all City departments and dozens of sites of local interest.

State of Ohio: <http://www.state.oh.us>  
Hamilton County: <http://www.hamilton-co.org>

## THE MAYOR & COUNCIL OF CITY OF CINCINNATI

**CITY HALL**, 801 Plum Street, Cincinnati, Ohio 45202  
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### **John Cranley, Mayor**

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### **Melissa Autry, Clerk of Council**

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## CITY OF CINCINNATI ADMINISTRATION

City Manager – Patrick A. Duhaney

Assistant City Manager – Sheryl Long

Assistant City Manager – Chris Bigham

Assistant City Manager – John Juech

Director of Communications – Casey Weldon

Chief, Fire – Roy E. Winston II

Chief, Police – Eliot K. Isaac

City Solicitor, Law Department – Paula Boggs-Muething

Collaborative Agreement Sustainability Manager – Jason Cooper

Director, Budget & Evaluation – Chris Bigham

Director, Buildings & Inspections – Art Dahlberg

Director, Citizens Complaint Authority – Kim Neal

Director, City Planning – Katherine Keough-Jurs

Director, Community & Economic Development – Philip Denning

Director, Economic Inclusion – Markiea Carter

Director, Emergency Communications Center – Jayson Dunn

Director, Enterprise Technology Solutions – Jack Johnson (Interim)

Director, Environment & Sustainability – Larry Falkin

Director, Finance – Karen Alder (Interim)

Director, Greater Cincinnati Water Works – Cathy Bailey

Director, Health – Melba Moore

Director, Human Resources – Joe Wilson

Director, Metropolitan Sewer District – Diana Christy (Interim)

Director, Parks – Wade Walcott

Director, Performance & Data Analytics – Nicollette Staton

Director, Public Services – Jerry Wilkerson

Director, Recreation Commission – Daniel Betts

Director, Retirement – Paula Tilsley

Director, Transportation & Engineering – John Brazina (Interim)

Director, Greater Cincinnati Water Works – Cathy Bailey

Aging & Accessibility Manager – Chandra Yungbluth

Human Relations Manager – Paul Booth

Internal Audit Manager – Lauren Sundararajan

# QUICK QUIZ! ANSWERS

What building does the City of Cincinnati own?

The correct answer is A) Union Terminal

Can you name the former City Solicitor who became President of the United States?

The correct answer is B) Rutheford B. Hayes