

City of Cincinnati



Office of the City Manager

July 14, 2008

Room 152, City Hall
801 Plum Street
Cincinnati, Ohio 45202-5706
Phone (513) 352-3241
Fax (513) 352-6284

Milton Dohoney, Jr., ICMA-CM
City Manager

Mr. John Price
Mr. Mike Wagner
CNBDU
P.O. Box 46942
Cincinnati, Ohio 45246

Dear Messrs. Price and Wagner:

This letter is a follow up to my May 14, 2008, meeting with you and other CNBDU representatives. At that meeting, the group expressed its desire to improve internal and external communications and to improve the timely completion of projects awarded through the Neighborhood Business District Improvement Program (NBDIP). I shared these concerns with my staff and asked that they collaborate on a process to address the issues. The following outlines the new coordination process:

Internal Communication

The Departments of Transportation and Engineering (DOTE) and Community Development's (DCD) monthly coordination meetings will include a listing/discussion of all outstanding business district projects to ensure internal issues are immediately addressed.

The Law Department has assigned an attorney to coordinate legal assistance for current and new streetscapes and gateway projects. They will serve as lead attorney for the projects and be the point of contact for legal assistance and information regarding the status of the projects. All requests for legal services for these projects will be copied to this attorney. They will also facilitate the completion of the current nine active NBD projects.

External Communication

DOTE will regularly attend the monthly CNBDU meetings to provide project updates, share concerns, and answer questions.

DCD will format its project report so it can be published on the department's website and updated on a monthly basis.

DOTE will develop a standard menu of streetscape options and construction timetables, which will better manage expectations and reduce the confusion/misunderstanding on the part of community representatives.

DCD will develop standards for other NBD improvements requested through the NBDIP such as façade improvements, building renovations, and community parking lots.

DCD Development Officers assigned as project managers will be responsible for communications to the community contact(s).

Bringing Closure to Outstanding Projects

DCD and the leadership of CNBDU will monitor NBDIP projects that are not moving forward. This inaction can be due to the requesting community losing interest or not providing the support to implement the project. If it is determined that these projects are no longer a priority, they will be cancelled and removed from the project list.

DOT and DCD will clearly define the scope and timetable of a project from the beginning. This will allow DCD to maintain better control of the project budget and DOT to be more focused on production rather than community issues.

Thank you for bringing these concerns to my attention, and I apologize for any lack of responsiveness on our end. I am confident that the communications process will improve and that our business districts will be better informed about the status of their projects.

Sincerely,



Milton Dohoney, Jr.
City Manager