

CHAPTER 39: TRANSPARENCY POLICY

Section

39.01 Purpose

39.02 Guidelines

§ 39.01 PURPOSE.

The purpose of the Covington Transparency Ordinance is to ensure that the City provides open and transparent information to the citizens of Covington.

(Ord. O-06-14, passed 4-15-14)

§ 39.02 GUIDELINES.

The City shall provide information and documentation to the public as follows:

(A) *Meeting information.* The City shall provide notices of meeting dates for the Board of Commissioners. The agendas for Board of Commissioner meetings shall be available prior to the meeting. Notices of City committee meetings shall be provided. Notices of meetings shall be posted on the City's website.

(B) *Contact information.* The names, titles, email addresses and telephone numbers of the City's elected officials and department heads shall be provided on the City's website.

(C) *Budgets.* The City shall provide detailed budget information for the public.

(1) Each annual budget shall be posted on the City's website.

(2) Citizens shall be provided an opportunity to comment on each fiscal year budget prior to its passage.

(3) Copies of annual fiscal year budgets shall be available at City Hall for inspection.

(D) *Financial audits.* The City shall make available its audits to the public. Annual audits shall be posted on the City's website. All internal and external audits shall be made available to the public.

(E) *Taxes and fees.* The City's taxes and fees shall be made available on the City's website.

(F) *Ordinances.* Codified City ordinances and the Zoning Code shall be posted on the City's website. A copy of the City's code of ordinances shall be available for inspection at City Hall.

(G) *Personnel.* The City shall provide a fair and transparent process of hiring employees.

(1) The City shall not discriminate.

(2) The City shall enact policies that will not allow nepotism to exist.

(3) The City's personnel policies and union contracts shall be made available to the public on request.

(H) *Communications.* Emails, notes and memoranda generated by City officials shall be considered public records as Required under open records statutes unless otherwise exempt under open records law.

(I) *Meetings.* All City meetings involving the Mayor and Commissioners shall be open to the public as required under the Open Meetings Act unless otherwise exempt under open meetings law.

(1) Minutes of meetings shall be posted on the City's website.

(2) Meeting notices and agendas shall be posted at or near the entrance of City Hall prior to the meeting.

(3) Streaming public meetings on cable and the internet shall be allowed.

(4) Copies of the agenda shall be available to those attending meetings.

(5) Citizens shall be provided an opportunity to comment about public issues at City meetings.

(J) *Contracts.* Contracts with the City will be available for public inspection at City Hall.

(K) *Procurement.* The City shall adopt and follow a procurement policy.

(L) *Information on the City website.*

(1) It shall be the City's policy to provide open and transparent information about the City's business on the City's website.

(2) The public will be provided an opportunity to communicate with City officials and staff on the City's website.

(Ord. O-06-14, passed 4-15-14)