

SPECIAL NOTICE OF A SPECIAL MEETING

As a result of the state of emergency declared by the President of the United States, Governor of Kentucky, and Mayor of the City of Covington due to the global COVID-19 pandemic, and in accordance with recommended and mandated precautions related thereto, 2020 KY SB150, Kentucky Opinion of the Attorney General 20-05, and other applicable Kentucky laws, the following Meeting Notice is issued:

The undersigned, as Mayor of the City of Covington, Kentucky, hereby gives notice to all of the members of the Board of Commissioners of said City that a meeting of said Board of Commissioners is hereby called and will be convened at 6:00 p.m., at the Commission Chambers, City Hall, 20 West Pike Street, Covington, Kentucky, on Tuesday, January 5, 2021 for the purpose of consideration of various Commissioners' Orders including Commissioners' board appointments, appointment of Mayor Pro Tem, amended Rules of Procedure and the second reading of the 2021 meeting dates. An agenda is attached hereto and incorporated by reference.

Per KRS 61.826, this meeting is a video teleconference meeting. One or more members of the Board of Commissioners may participate via Skype or a similar video teleconferencing system. The primary location will be in the City of Covington Commission Chambers, City Hall, 20 West Pike Street.

Per KY Attorney General Opinion 20-05, **public attendance will not be permitted** at this meeting because, due to the highly contagious nature of COVID-19, it is not feasible for the City to provide a central physical location for public viewing.

The meeting will be broadcast on Fioptics channel 815, Spectrum channel 203, the Telecommunications Board of Northern Kentucky (TBNK) website www.bit.ly/3cfHbCK.

Please see the attached Executive Order (2020-EO-12) and www.covingtonky.gov for additional information.

WITNESS my hand and seal of said City this 31st day of December 2020.




MAYOR

ACCEPTANCE AND WAIVER OF NOTICE

The undersigned, being all of the members of the Board of Commissioners of the City of Covington, Kentucky, do hereby acknowledge receipt of said Notice upon each of us, and do hereby accept said Notice, and do hereby waive any possible informality or irregularity as to time, place, or manner or service of the same upon each of us, and do hereby agree and consent that a special meeting of said Board of Commissioners may be held at the time and place, and for the purposes stated in the foregoing Notice; and that said meeting may be recessed from time to time until such business has been completed.

Date: _____ Time: _____
_____ COMMISSIONER

Date: _____ Time: _____
_____ COMMISSIONER

Date: _____ Time: _____
_____ COMMISSIONER

Date: _____ Time: _____
_____ COMMISSIONER

NOTICES SENT VIA ELECTRONIC MAIL TO:

- The Kentucky Enquirer - Scott Wartman, Swartman@nky.com;
- River City News, Attn: Michael Monks, mamonks@gmail.com
- Rick Hines
- NK Tribune – Mark Hansel
- WCPO – Pat LaFleur

Sent the _____ day of _____, 2020, at approximately _____.

**CITY OF COVINGTON, KENTUCKY
SPECIAL LEGISLATIVE MEETING
BOARD OF COMMISSIONERS
Tuesday, January 5, 2021, 6:00 PM
20 WEST PIKE STREET
COVINGTON, KENTUCKY**

AGENDA

CALL TO ORDER: Mayor Joseph U. Meyer

ROLL CALL

NEW BUSINESS – ORDERS

2. Consider Order No. ORD-xx-20 entitled: **AN ORDER ACKNOWLEDGING RECEIPT OF OATH AFFIDAVITS FOR NEWLY ELECTED MEMBERS OF THE BOARD OF COMMISSIONERS BY THE CITY CLERK.**
3. Consider Order No. ORD-xx-20 entitled: **AN ORDER APPROVING THE DESIGNATION OF COMMISSIONER RON WASHINGTON AS MAYOR PRO TEM.**
4. Consider Order No. ORD-xx-20 entitled: **AN ORDER APPROVING RULES OF PROCEDURE FOR THE CITY OF COVINGTON BOARD OF COMMISSION MEETINGS.**
5. Consider Order No. ORD-xx-20 entitled: **AN ORDER APPROVING THE APPOINTMENT OF THE MAYOR AND COMMISSIONERS TO VARIOUS BOARDS.**

OLD BUSINESS – SECOND READING OF ORDINANCES

24. Consider Ordinance No. O-xx-20 entitled: **AN ORDINANCE ESTABLISHING THE DATES OF CAUCUS, LEGISLATIVE AND BUDGET PREPARATION MEETINGS OF THE COVINGTON BOARD OF COMMISSIONERS.**



**COMMISSIONERS' DISCUSSION ITEMS
COMMISSIONERS' COMMENTS
MAYOR'S COMMENTS
ADJOURNMENT**

DRAFT





**OFFICE OF THE MAYOR
CITY OF COVINGTON**

Joseph U. Meyer
Mayor

Covington City Hall
jumeyer@covingtonky.gov

**EXECUTIVE ORDER
CITY OF COVINGTON, KENTUCKY**

EXECUTIVE ORDER NO. 2020-EO-12

CITY COMMISSION MEETINGS

WHEREAS, on March 19, 2020, Mayor Joseph U. Meyer signed Executive Order 2020-EO-01, declaring a state of emergency in the City of Covington due to the outbreak of COVID-19 virus, a public health emergency; and

WHEREAS, applicable Kentucky laws authorize a mayor to exercise emergency powers to efficiently and effectively provide for the health, safety and welfare of citizens; and

WHEREAS, 2020 KY SB150 was recently adopted, and it provides alternative procedures for conducting public agency meetings notwithstanding KRS 61.826 during this public health emergency; and

WHEREAS, in accordance with recent directives to reduce the spread of the COVID-19 virus, all City of Covington Board of Commissioner meetings will be conducted via video teleconference until further notice.

NOW and therefore, I, Joseph U. Meyer, pursuant to the authority vested in me as Mayor of the City of Covington, Kentucky by KRS Chapter 39A, KRS 39B, and in furtherance of the declaration set forth in Executive Order 2020-EO-01, hereby order:

- Caucus and Legislative meetings shall continue to be held as scheduled.
- All Board of Commissioner Caucus and Legislative meetings shall be closed to the public, but the public may access the meetings as detailed below.

- Any news media representatives may not attend the meetings in-person, but may access the meetings as detailed below.
- Each meeting will be broadcast live through the TBNK's cable and streaming outlets and available at:

<https://tbnk.vod.castus.tv/vod/?nav=programs%2FCity%20of%20Covington>

<https://www.covingtonky.gov/government/mayor-commissioners>
(click on "latest videos" just under the photos of the commissioners)

Fioptics channel 815

Spectrum Channel 203

- During any meeting conducted under this Order the meeting shall be suspended in the event of any interruption in the video or audio broadcast.
- Public comments will still be accepted for legislative meetings. Members of the public may submit their comments by emailing comments to the City Clerk Maggie Nyhan <MNYhan@covingtonky.gov> no later than noon on Tuesday for presentation at that day's legislative meeting.
- Any officials joining at one location during the broadcast of a meeting shall take all steps to remain the minimum recommended six (6) feet of social distancing.
- All members of the Board of Commissioners and necessary staff will attend the meeting via video teleconference rather than in-person.
- The meeting agenda and backup materials will continue to be available to the public on the usual schedule in accordance with Commissioners' Order ORD-12-19.
- The City Clerk shall include in all notices of the meeting notification in a prominent location that due to COVID-19 and the declared state of emergency that the meeting is closed to personal attendance by members of the public and is accessible for remote observation by members of the public through live streaming and the TBNK outlets listed above.
- The City Clerk shall memorialize the notification in the meeting minutes.

- A meeting agenda may continue to include presentations or testimony from individuals or by groups outside of City government by advance arrangement with the commission, as has been the practice, subject to further public health and government directives.

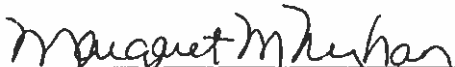
This Order shall remain in effect until terminated by the issuance of another Executive Order when I determine that a state of emergency no longer exists and the exercise of extraordinary measures are no longer required for the protection of the public health, safety and welfare.

THIS ORDER IS EFFECTIVE APRIL 6, 2020 AND SHALL REMAIN IN EFFECT UNTIL RESCINDED BY EXECUTIVE ORDER.

Signed on this the 6th day of April, 2020,


Joseph U. Meyer, Mayor

Attest:


Margaret M. Nyhan, City Clerk

4-6-20
Date

COMMISSIONERS' ORDER NO. _____

**AN ORDER ACKNOWLEDGING RECEIPT OF OATH AFFIDAVITS FOR
NEWLY ELECTED MEMBERS OF THE BOARD OF COMMISSIONERS BY
THE CITY CLERK.**

* * * *

**NOW THEREFORE,
BE IT ORDERED BY THE BOARD OF COMMISSIONERS OF THE CITY OF
COVINGTON, KENTON COUNTY, KENTUCKY:**

Section 1

**That the Board of Commissioners hereby acknowledges receipt of Oath Affidavits
for newly elected Members of the Board of Commissioners by the City Clerk.**

Section 2

**That this order shall take effect and be in full force when passed and recorded
according to law.**

MAYOR

ATTEST:

CITY CLERK

Passed: _____

COMMISSIONERS' ORDER NO. _____

AN ORDER APPROVING THE DESIGNATION OF COMMISSIONER RON WASHINGTON AS MAYOR PRO TEM.

* * * *

**NOW THEREFORE,
BE IT ORDERED BY THE BOARD OF COMMISSIONERS OF THE CITY OF COVINGTON, KENTON COUNTY, KENTUCKY:**

Section 1

That the Board of Commissioners hereby approves the designation of Commissioner Ron Washington as Mayor Pro Tem.

Section 2

That this order shall take effect and be in full force when passed and recorded according to law.

MAYOR

ATTEST:

CITY CLERK

Passed: _____

COMMISSIONERS' ORDER NO. _____

**AN ORDER APPROVING RULES OF PROCEDURE FOR THE CITY OF
COVINGTON BOARD OF COMMISSION MEETINGS.**

* * * *

WHEREAS, providing rules and guidelines for City Commission meetings is a best practice, and the desire is to provide a method of providing fair, open, transparent, efficient and an orderly manner to conduct public meetings.

NOW THEREFORE,
BE IT ORDERED BY THE BOARD OF COMMISSIONERS OF THE CITY OF
COVINGTON, KENTON COUNTY, KENTUCKY:

Section 1

To provide guidance and to ensure that the meetings of the Covington Board of Commissioners are conducted in an orderly, professional, successful and constructive manner, the following rules are adopted and become effective upon approval.

Rule 1. **AUTHORITY OF MEMBERS OF THE CITY COMMISSION.**

The members of the Covington Board of Commissioners possess no individual municipal powers or authority. The members act only through an official meeting of the Commission and upon the approval of the majority of the duly constituted body.

City Commission members may interact with City staff and seek general information; they may not, however, direct any employee of the City government to take any action, interrupt or redirect the work of an employee or group of employees.

When City Commission members send emails to the City staff the city manager shall be copied.

All requests for work assignments shall be made only through the Office of the City Manager. The City Manager has full and complete responsibility for the work performance of all City employees.

The City Commission may direct the City Manager to assign work through the adoption of an Order, approved by a majority of the City Commission.

See: City Code of Ordinances 30.06 MEMBERS OF BOARD OF COMMISSIONERS COMMUNICATIONS WITH STAFF.)

Rule 2. TYPES OF CITY ACTION.

The City Commission acts through Ordinances, Orders or Resolutions.

- (1) An "Ordinance" is an official action of a City Commission, which is a regulation of a general and permanent nature and enforceable as a local law or is an appropriation of money. (KRS 83A.010(11)).
- (2) An "Order" is an official act of the City Commission which relates to the internal operation or functions of the City and is binding on the officers and employees of the municipality and any governmental agency over which the municipality has jurisdiction.. (See KRS 83A.010(9)).
 - (a) An administrative Order is commonly used to award contracts over \$30,000, to appoint and conclude relationships with city employees, award grants, approve economic development incentives, enter into binding agreements with other governments, lenders and private parties, appoint members of boards, convey administrative decisions, and so on. These are all routine business items, authorized generally within the context of the city's budget.
 - (b) An Order can also be used to set internal policy, by establishing regulations for the operations of city government and the conduct of city officers and employees, or further defining the elements of city ordinances. Adoption of the Finance Department policies, code enforcement policies and so forth are examples of this type of Order. These orders stay in effect, governing the conduct of city officers and employees, until repealed or otherwise replaced. Policy Orders shall contain language designating it as a "Policy Order" and referencing any policy replaced. Policy Orders upon adoption shall be filed in the "Manual of Operating Policies" and made available to all city staff
 - (c) A "Resolution" is an act of special or temporary character not describing a permanent rule of government but merely declaratory of the will or opinion of the municipal corporation or recognizing the accomplishments of members of the community.

Rule 3. QUORUM.

A majority of the members elected to the City Commission shall constitute a quorum. If a quorum is not present at the time fixed for a meeting of the City Commission, the Mayor may adjourn or recess from day-to-day or from time-to-time.

Rule 4. ORDER OF THE AGENDA (Legislative Meeting).

- (1) Call to Order
- (2) Moment of silence
- (3) Pledge of Allegiance
- (4) Roll call of attendance
- (5) Reading of minutes
- (6) Honorary Resolutions and Celebratory Orders
- (7) Public Comments
- (8) Presentations
- (9) New Business: Consent Agenda
- (10) New Business: Orders and Resolutions except Honorary Resolutions and Celebratory Orders
- (11) New Business: First Reading of Ordinances
- (12) Old business: 2nd Reading of Ordinances
- (13) Commission Discussion
- (14) Commissioners' comments.
- (15) Mayor comments.
- (16) Adjournment.

Rule 5. PUBLIC COMMENT.

- (1) Members of the public may address the Commission by informing the City Clerk of their desire to address the Commission. A sign-in sheet shall be available for those wishing to address the commission. On recognition, the member of the public shall begin the comments by stating his or her name and address. Comments are limited to three (3) minutes.
- (2) Questions asked during this order shall be answered at a later date. The Members of the Commission are not to engage in a debate with the speakers but may ask questions to clarify or better understand the remarks of the speaker.
- (3) This order of business shall be limited to 30 minutes
- (4) Members of the public may also have the opportunity to give testimony on specific ordinances or orders during that order of business if they have made arrangements through the City Manager's Office at least 24 hours in advance of the meeting.

Rule 6. CONSENT AGENDA.

- (1) The Board of Commissioners may place routine and non-controversial matters on the Consent Agenda by unanimous action at a caucus meeting.

- (2) Upon the call of the Consent Agenda, orders or resolutions shall be given a final reading by title only. The title shall be brief. Consent agenda items are considered as a whole and without amendment.
- (3) All members present shall be considered as having voted "aye" and the roll call attached to each item shall so reflect as the final vote.
- (4) Upon the objection of any member to any order or resolution in the Consent Agenda, or upon a request for amendment to an order or resolution, the order or resolution shall cease to be so considered and shall be moved to the appropriate order of business.

Rule 7. **COMMISSION DISCUSSION.**

During this order of business Commissioners can introduce new items for general discussion, or for consideration such as simple motions, resolutions, orders, and ordinances. New resolutions, orders and ordinances introduced by a Commissioner may be voted on at that meeting only with the unanimous consent of the members. A Commissioner may move to have an item added to the agenda of the next Commission meeting with the support of a majority of the Commission.

New resolutions, orders and ordinances raised by a Commissioner will be considered at the next caucus meeting of the Commission. Consideration of new orders or ordinances that require significant staff may be deferred by the Commission to a future time certain.

Rule 8. **ADJOURNMENT.**

The meeting ends on adjournment. Adjournment may happen one of the three following ways:

- 1) A motion may be made to adjourn. Upon approval by a vote of the legislative body, the presiding officer declares the meeting adjourned.
- 2) A time limit may be set by the legislative body. In this case, no motion or vote is required to adjourn. Instead, once the time limit has been reached the presiding officer announces the hour and declares the meeting adjourned.
- 3) The presiding officer may, on his or her own, declare the meeting adjourned as long as no business is pending, no legislative body member is attempting to claim the floor, there are no further announcements, and there are no objections from the legislative body.

Rule 9. CAUCUS MEETINGS.

The principal purpose of the Caucus meeting of the Board of Commissioners is to determine the agenda for the Legislative Meeting and address any questions or issues raised by the members of the Board of Commissioners. The City Manager may also provide to the Board of Commissioners any information helpful for the administration of the affairs of the city.

- (1) The agenda for caucus meetings shall be prepared under the direction of the city manager.
- (2) The agenda for caucus meetings shall include in the order of business at the end of the city manager's items:
 - a. Commission Discussion
 - b. Commissioners' comments.
 - c. Mayor comments.
- (3) The consent of any two members of the Commission is required to place an item on the agenda of the legislative meeting.
- (4) Items shall be placed on the consent agenda on request of any member of the Commission and without objection from any other member of the Commission.
- (5) Members of the commission may propose items for consideration at the caucus meeting by directing a request to the city manager by the end of business on the Thursday before the caucus meeting or by raising the item during the "Commission Discussion" order of business.
- (6) Consideration of new orders or ordinances that require significant staff time may be deferred by the Commission to a future time certain.
- (7) There shall be no legislative action at a caucus meeting without the unanimous consent of the members of the Commission
- (8) The Agenda Item Request (AIR) form for Orders authorizing an expenditure or obligation of funds shall identify the total amount of the obligation, the fund and account from which the expenditure or obligation is payable and shall specifically identify whether the proposed expenditure has been included in the budget, and the total amount of that budget
- (9) Agenda Item Requests (AIRs) for Orders approving contracts shall be accompanied by a full and complete copy of the contract, including all attachments and exhibits.
- (10) Agenda Item Requests (AIRs) for approval of new or amended Ordinances shall be accompanied by a full and complete copy of the properly formatted ordinance.

- (11) Agenda Item Requests (AIRs) for appointment of new employees shall be accompanied by resume of the prospective employee(s) or the resume(s) may be provided to the commissioners in order to protect the privacy of the prospective employee. If the prospective employee is related to any current city employee that fact shall be prominently disclosed to the members of the Commission.

Rule 10. LEGISLATIVE MEETINGS.

A. Determining the contents of the agenda for the legislative meeting:

- (1) Items for consideration at a legislative meeting of the Covington City Commission must have previously been considered at a caucus meeting of the Commission.
- (2) Items not considered at a caucus meeting may be added to the agenda of the legislative meeting only with the unanimous consent of the members of the Commission.

B. Preparation

The agenda for the legislative meeting will be prepared by the City Clerk after the caucus meeting. The Mayor may review the agenda and backup for conformity with the decisions of the caucus prior to finalization.

C. Notice

- (1) Agendas for legislative meetings, including any supporting documents for items on the agenda, will be provided to the members of the Commission no later than Thursday preceding the regular scheduled Commission meeting on Tuesday. The supporting documents shall include a full and complete copy of any contract or agreement, policy or ordinance for which Commission approval is sought. The information shall be provided to all members electronically in addition to being provided in hard copy.
- (2) The complete agenda and the ordinances, resolutions and orders will be made available in their entirety on the City's website no later than noon on the Friday before the regularly scheduled Commission meeting. If the substance of the matter cannot be determined by reading the title of the order, resolution or ordinance the City Solicitor shall prepare a statement summarizing the effective content of the order, resolution or ordinance so as to fully inform the public.
- (3) If a special meeting is called in accordance with KRS 61.823, the agenda and written notice of the meeting will be provided to each member at least twenty-four (24) hours in advance of the special meeting. The complete agenda and the ordinances, resolutions and orders will be made available in their entirety on the City's website at least 24 hours before the meeting. If the substance of the matter

cannot be determined by reading the title of the order, resolution or ordinance the City Solicitor shall prepare a statement summarizing the effective content of the order, resolution or ordinance so as to fully inform the public

Rule 11. ORGANIZATION MEETING.

On the Tuesday after the first Monday of January in odd-numbered years, the Board of Commissioners shall convene in an Organization meeting.

The agenda of the organization meeting shall include Orders acknowledging the clerk's receipt of the Oath of Office for newly elected members of the Board of Commissioners; designating a mayor pro-tem; appointing commissioners to various boards; updating the Commission's rules of procedures; and such other business as may be necessary and beneficial.

Rule 12. OFFICERS.

A. Presiding Officer.

The presiding officer shall be the Mayor. In the case of the Mayor's absence, the Mayor Pro Tem shall be the presiding officer. In the case of the absence of both, the Commission will elect a temporary presiding officer for the duration of the meeting or until either the Mayor or the Mayor Pro Tem arrives.

The duties of the presiding officer are as follows:

- (1) Call the meeting to order.
- (2) Control the general flow of the meeting by announcing the business on the agenda.
- (3) Recognize members entitled to the floor.
- (4) State and put to a vote all motions (questions) that arise during the meeting and announce the results on all votes.
- (5) Rule all motions that are improperly made as "out of order."
- (6) Enforce the legislative body's rule of order and maintain the decorum of the meeting.
- (7) Decide all points of order raised by the members.
- (8) Expedite business in every way compatible with the rights of the members.
- (9) Respond to all requests and inquiries of the members relevant to the business at hand.
- (10) Declare the meeting adjourned.

B. Mayor Pro Tem.

The Commission shall designate a Mayor Pro Tem, who shall be the Commission member who received the most votes in the election. The Mayor Pro Tem shall

perform the duties of the Mayor when the Mayor is absent from the Commission, or when empowered by the Mayor to perform the duties of the chair.

C. City Clerk.

Listed below are the functions performed by the City Clerk at legislative body meetings. In the absence of the City Clerk, the presiding officer or legislative body must appoint another individual to perform the duties of the City Clerk.

The duties of the City Clerk are as follows:

- (1) Call the roll.
- (2) Act as timekeeper during debate. The City Solicitor may fill that role.
- (3) Take minutes of the meeting.
- (4) Track the progress of the meeting and the status of the agenda.
- (5) Read by title and summary (or in full when necessary) all ordinances, resolutions, orders, and other written items of business introduced for consideration.
- (6) Advise the presiding officer when requested to do so.
- (7) Record the vote on all matters and inform the presiding officer of the vote count, when applicable.
- (8) Perform any other function required by the rules of the legislative body or requested by the presiding officer.

D. Parliamentary Authority.

In all cases of meeting procedure not addressed by Kentucky Revised Statutes, City ordinance, or this municipal order, the governing authority shall be the most recent edition of *Robert's Rules of Order Newly Revised*.

Rule 13. MINUTES.

A. Preparation

Minutes will be promptly recorded and will be made available for public view no later than the first day following the next legislative body meeting. Minutes will be prepared and recorded in a brief and specific manner. Votes and formal action taken regarding proclamations, municipal orders, motions, resolutions, or ordinances must be recorded. Motions must be entered in their entirety. Proclamations, resolutions, municipal orders and ordinances shall be entered by descriptive title and reference. Ordinances, orders and resolutions will be assigned identifying numbers only after they have been approved by the legislative body. Discussions during debates or conversations are not required to be entered into the minutes.

B. Format

The minutes of the legislative body or committees thereof should include the following:

- 1) Type of meeting (regular or special)
- 2) Day, date, time, and place of meeting
- 3) The word "minutes" in the heading
- 4) Name of meeting body
- 5) Members present, beginning with presiding officer
- 6) Members absent
- 7) Guests and staff present
- 8) Time the presiding officer calls the meeting to order
- 9) Presence of a quorum
- 10) Action taken on last meeting's minutes
- 11) Committee reports, if applicable
- 12) Unfinished business
- 13) New business
- 14) Adjournment (including day, date, time, and place of next meeting if announced)
- 15) Signature lines for the City Clerk and presiding officer

C. Official Copy

The official copy of the minutes, which contains all changes that were made and bears the signatures of individuals required to sign the minutes, shall be maintained in the minutes book of the City.

Rule 14. APPEAL FROM DECISION OF CHAIR.

Any decision made by the Mayor shall be subject to appeal to the Commission. Every appeal shall require the support of at least two members. During the pendency of an appeal to the Commission from a decision of the chair, the Mayor shall vacate the chair and call the Mayor Pro Tem to preside. When the Mayor Pro Tem is presiding on an appeal to the Commission from a decision of the Chair, no motion or business shall be in order except the motion on appeal from the decision of the Chair, and that motion shall not be debatable. The ruling of the Mayor shall be sustained unless a majority of the members elected to the Commission oppose the ruling.

Rule 15. LIMITATION OF ACTION.

The City Commission shall not act on any measure or resolution at a meeting unless it has been previously introduced at an official meeting or a caucus meeting, without the unanimous consent of the members of the Commission.

Rule 16. **FINALITY OF ACTION.**

If a measure has been defeated or tabled it is not in order during the remaining term of the Commission.

Rule 17. **SEATING ARRANGEMENT AT REGULAR MEETINGS.**

Commission members may select their own seats in the commission chambers. The order of selection shall be determined by the order of finish in the previous election

Rule 18. **ORDER OF ROLL CALL.**

The City Clerk shall call the members of the Commission alphabetical order. The Mayor shall be the last member called.

Rule 19. **APPOINTMENT OF COMMITTEES.**

The Mayor shall nominate the Chair, Vice-Chairs and the members of all committees of the city commission and shall fill any vacancies thereon unless otherwise governed by another law. The Commission shall approve the appointment of all the Chairs, Vice-Chairs, and members of all committees.

Rule 20. **ADMINISTRATIVE RULES.**

Administrative procedures promulgated by the City Manager shall be approved by the Commission through an Order prior to becoming effective. KRS 83A.150 (9). Such Policy Orders upon adoption shall be filed in the "Manual of Operating Policies:

Rule 21. **REPORTS.**

- 1) A monthly financial report comparing the actual receipts and expenditures to the budgeted receipts and expenditures shall be provided to the members of the Commission at the last monthly regular meeting of the Commission. The Board of commissioners shall determine the format of the financial report. The budget report shall include each fund in the annual budget.
- 2) Quarterly contract report. The city manager shall provide in April, July, October and January a quarterly report listing all contracts under \$309,000 in value signed by the mayor and city manager pursuant to the authority delegated through Ordinance O-42-18.

- 3) Capital project update report. The city manager shall provide quarterly a status report on each capital project approved in the annual budget. The status report shall include key dates for completion of the project.
- 4) Other reports may be required.

Rule 22. OPEN MEETINGS OF COMMITTEES.

The meetings of the City Commission and all committees of the Commission shall be open to the public unless an executive session is called under an exemption under KRS 61.810.

Rule 23. AMENDMENTS TO ORDINANCES, ORDERS OR RESOLUTIONS.

Ordinances, orders or resolutions may be amended. All amendments offered by a Commissioner shall be typewritten. All amendments shall refer to the proper page and line of the printed ordinance, order or resolution. The Clerk shall not accept for filing any amendment not conforming to this Rule as to form.

Amendments may be filed with the Clerk at any time, and with the Clerk in the Commission chambers while the Commission is in session.

Verbal amendments may be allowed with the unanimous consent of the members of the Commission.

Rule 24. STANDING RULES.

A. Time Limits

The following time limits apply unless suspended pursuant to this order:

- 1) Commissioners are allowed during debate to speak twice on a particular issue for no longer than three (3) minutes each time. Members may not yield any unexpired time to another member or reserve such time for him or herself. Time will not be charged to the original speaker if he or she yields to another member's question through a Point of Information.
- 2) Official reports from non-legislative body members are limited to ten (10) minutes, exclusive of direct questions asked by the legislative body.
- 3) Remarks during Commissioners' comments are limited to five (5) minutes.

B. Meeting Etiquette

- 1) Comments made during debate by members of the legislative body must be germane to the issue at hand and must never attack or question the motives of other members.
- 2) Any individual who, in the opinion of the presiding officer or the legislative body, becomes abusive, belligerent, profane, or disruptive to the meeting shall be asked to remain orderly or to leave the meeting. The presiding officer or legislative body may require that the individual be escorted from the meeting room if necessary for the orderly conduct of the meeting.

Rule 25. **COMMISSION OFFICES.**

Commission members shall select his or her office space. The order of selection shall be determined by the order of finish in the previous election provided that re-elected members may, at their option, keep their previous office space.

Section 2

This Order shall supersede and replace Commissioners' Order No. ORD-12-19. It shall be filed in the "Manual of Operating Policies" and be made available to all city employees

Section 3

This order shall take effect and be in full force when passed and recorded according to law.

MAYOR

ATTEST:

CITY CLERK

Passed: _____

COMMISSIONERS' ORDER NO. _____

AN ORDER APPROVING THE APPOINTMENTS OF THE MAYOR AND COMMISSIONERS TO VARIOUS BOARDS.

* * * *

**NOW THEREFORE,
BE IT ORDERED BY THE BOARD OF COMMISSIONERS OF THE CITY OF COVINGTON, KENTON COUNTY, KENTUCKY:**

Section 1

That the following Board appointments are approved:

OKI – Joe Meyer

PDS – Michelle Williams

Southbank Partners – Shannon Smith; Alternate Tim Downing

NKADD – Ron Washington; Alternate Tim Downing

Section 2

That this order shall take effect and be in full force when passed and recorded according to law.

MAYOR

ATTEST:

CITY CLERK

Passed: _____

COMMISSIONERS' ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING THE DATES OF CAUCUS, LEGISLATIVE, ORGANIZATIONAL AND BUDGET PREPARATION MEETINGS OF THE COVINGTON BOARD OF COMMISSIONERS.

* * * *

WHEREAS, Kentucky Revised Statutes Section 83A.150(4) requires at least one regular meeting of the Board of Commissioners per month at such times and places as are fixed by ordinance; and

WHEREAS, previous City practice has been to specifically identify dates each calendar year for compliance with KRS §83A.150(4); and

WHEREAS, since 2017, the City has followed a meeting cycle where legislative matters are considered first at a caucus meeting then action taken on proposed items at a legislative meeting the week following the caucus meeting; and

WHEREAS, in recent years the City has added additional meetings on Saturdays to aid in creating the annual budget; and

WHEREAS, City officials believe it is more efficient to designate certain days within each month for all future years as the dates when meetings will occur.

NOW THEREFORE,
BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF COVINGTON, KENTON COUNTY, KENTUCKY:

Section 1

That the schedule of the regular Caucus and Legislative meetings, Organizational meetings, and Budget Preparation meetings of the Board of Commissioners of the City of Covington are hereby established as set as follows:

Caucus and Legislative Meetings

Caucus and Legislative meetings of the Covington Board of Commissioners shall be held at 6:00 p.m. EST at Covington City Hall, Commission Chambers, 20 W. Pike Street, Covington, Kentucky 41011. Caucus meetings shall occur on the first and third Tuesdays of each month, and Legislative meetings shall occur on the second and fourth Tuesdays of each month, subject to certain exceptions.

In years where there are five (5) Tuesdays in the month of June, Caucus meetings shall be on the second and fourth Tuesdays and Legislative meetings shall be on the third and fifth Tuesdays.

In July there will only be one Caucus and one Legislative meeting. The July Caucus meeting shall be held on the second Tuesday of the month and the July Legislative meeting shall be held on the third Tuesday of the month.

In years where there are five (5) Tuesdays in the month of November, and when election day falls on the first Tuesday, Caucus meetings shall be on the second and fourth Tuesdays and Legislative meetings shall be on the third and fifth Tuesdays. When there are five (5) Tuesdays in the month of November, and when election day falls on the second Tuesday, Caucus meetings shall be on the first and fourth Tuesdays and Legislative meetings shall be on the third and fifth Tuesdays.

In years where there are four (4) Tuesdays in the month of November, and when election day falls on the first Tuesday, Caucus meetings shall be on the second and fourth Tuesdays and Legislative meetings shall be on the third Tuesday of November and first Tuesday of December.

In December, there will only be one Caucus and one Legislative meeting, except when the first Tuesday of the month is a Legislative meeting related to a November Caucus meeting. Otherwise, the December Caucus meeting shall be held on the second Tuesday of the month and the Legislative meeting shall be held on the third Tuesday of the month.

Organizational Meetings

In calendar years following a year when a regular election of a Mayor or Commissioner is held, there shall be an Organizational meeting immediately preceding the first Caucus meeting in January, at the same location as the first January Caucus meeting, to allow for discussion and approval of administrative and procedural items related to the operation and governance of the Board of Commissioners such as certification of election results, election of a Vice Mayor, and other items. When an Organizational meeting is required, it shall commence at 6:00 p.m. EST and the regularly scheduled Caucus meeting will commence immediately upon adjournment of the Organizational meeting.

Budget Preparation Meetings

The Board of Commissioners will hold meetings beginning at 10:00 a.m. EST at the City of Covington, Commission Chambers, 20 W. Pike Street, Covington, Kentucky 41011 on the second, third and fourth Saturday in the month of May. These meetings will be held for the purpose of preparing the City's annual budget ordinance.

Section 2

That changes or additional meetings can be made by the Board of Commissioners through the City Manager's office in accordance with the Kentucky Open Meetings Act as needed throughout the year. Changes or additions will be published through the various City communication portals by the City Clerk's office. A general meeting

calendar will be adopted by Board of Commissioner Order at the first Organizational or Legislative meeting in January each year.

Section 3

That this ordinance shall take effect and be in full force when passed, published and recorded according to law.

MAYOR

ATTEST:

CITY CLERK

Passed: _____ (Second Reading)

_____ (First Reading)