

NOTICE OF SPECIAL MEETING

The undersigned, as Mayor of the City of Covington, Kentucky, hereby gives notice that a meeting is hereby called and will be convened at 5:00 p.m. in Commission Chambers, City Hall, 20 West Pike Street, Covington, Kentucky, Thursday, December 28, 2017, for the purpose of consideration of certain legislative orders, first readings of certain proposed amendments to Covington Ordinances, and discussions regarding training staff on existing City practices and procedures. The agenda is attached hereto and incorporated by reference.

WITNESS my hand and seal of said City this 27th day of December 2017.


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@enquirer.com
- *River City News*, Attn: Michael Monks, mamonks@gmail.com
- Rick Hines – rhines@usnation.com
- NKY Tribune – Mark Hansel
- WCPO – pat.lafleur@wcpo.com

Sent the _____ day of _____, 2017, at approximately _____.

**CITY OF COVINGTON, KENTUCKY
SPECIAL MEETING
BOARD OF COMMISSIONERS**

**Thursday, December 28, 2017, 5:00 PM
20 WEST PIKE STREET
COVINGTON, KENTUCKY**

- I. Call to Order
- II. Roll Call
- III. New Business - Orders
 - a. Consider Order No. ORD-xx-17: AN ORDER DIRECTING THE CITY MANAGER TO DEVELOP AND PRESENT A PROPOSED JOB DESCRIPTION FOR A POSITION TITLED COMMUNICATIONS DIRECTOR AT THE JANUARY 9, 2018 CAUCUS MEETING FOR CONSIDERATION OF BEING PLACED ON THE JANUARY 16, 2018 MEETING AGENDA.
 - b. Consider Order No. ORD-xx-17: AN ORDER CREATING A COMMITTEE OF THE BOARD OF COMMISSIONERS TO REVIEW THE CITY'S ETHICS ORDINANCE AND MAKE RECOMMENDATIONS FOR AMENDMENTS AT THE JANUARY 9, 2018 CAUCUS MEETING FOR CONSIDERATION OF BEING PLACED ON THE JANUARY 16, 2018 MEETING AGENDA.
 - c. Consider Order No. ORD-xx-17: AN ORDER AUTHORIZING THE CITY TO RETAIN THE SERVICES OF AMYE BENSENHAYER, J.D. FOR AN AMOUNT NOT TO EXCEED \$5,000.00 TO ASSIST THE CITY WITH REVIEWING EXISTING OPEN RECORD POLICIES AND PROCEDURES AND MAKE RECOMMENDATIONS ON PROPOSED REVISIONS FOR FURTHER CONSIDERATION BY THE BOARD OF COMMISSIONERS.
 - d. Consider Order No. ORD-xx-17: AN ORDER DIRECTING THE CITY MANAGER TO PROVIDE COPIES OF THE DECEMBER 12, 2017 SCOTT WHITE REPORT TO KENTON COUNTY COMMONWEALTH ATTORNEY ROB SANDERS AND KENTON COUNTY ATTORNEY STACEY TAPKE

IV. New Business – First Reading of Ordinances

- a. Consider Ordinance No. O-xx-17: AN ORDINANCE AMENDING §34.50 OF THE COVINGTON CODE OF ORDINANCES CREATING THE POSITION OF COMMUNICATIONS DIRECTOR AND AMENDING THE SALARY ORDINANCE NO. 0-42-16 ESTABLISHING A PAY RANGE AND CLASSIFICATION FOR THAT POSITION.
- b. Consider Ordinance No. O-xx-17: AN ORDINANCE AMENDING §31.08 OF THE COVINGTON CODE OF ORDINANCES ADDING A SUBPARAGRAPH CONCERNING THE DIRECT REPORTING OF THE CITY CLERK TO THE CITY MANAGER.

V. Discussion Only Items

- a. Utilization of John Schaaf, Executive Director of the Legislative Ethics Commission to train City staff on use of public resources for campaigns.
- b. An overview of the City's record retention practices and procedures.

VI. Adjourn