

COMMISSIONERS' ORDER NO. _____

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.

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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 directs 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.

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 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.

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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 creates a Committee of the Board of Commissioners to review the City's Ethics Ordinance and make recommendations for amendments to the January 9, 2018, Caucus Meeting for consideration of being placed on the January 16, 2018, meeting agenda.

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 AUTHORIZING THE CITY TO RETAIN THE SERVICES OF AMYE BENSENHAVER, 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.

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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 authorizes the City to retain the services of Amye Bensenhaver, 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.

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 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.

* * * *

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 directs 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.

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 AMENDING § 34.50 OF THE COVINGTON CODE OF ORDINANCES CREATING THE POSITION OF COMMUNICATIONS DIRECTOR AND AMENDING THE SALARY ORDINANCE NO. O-42-16 ESTABLISHING PAY RANGES AND CLASSIFICATIONS FOR THOSE POSITIONS.

* * * *

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

Section 1

That § 34.50 of the City of Covington Code, 1984 edition, is hereby amended to create and eliminate the following positions, which section shall read as follows:

TITLE III: ADMINISTRATION
CHAPTER 34. PERSONNEL POLICIES
NON-UNIFORMED, NON-CIVIL SERVICE EMPLOYEES
34.50 POSITIONS DESIGNATED.

(A) The following positions and employees are hereby designated as non-civil service:

COMMUNICATIONS DIRECTOR

Section 2

Covington Code of Ordinances Section 34.00 titled Personnel and Pay Classification Plan and O-42-16 are hereby amended by the Personnel and Pay Classification Plan pay range scale that is attached and incorporated by reference. All remaining portions of O-42-16 and Covington Code of Ordinance Section 34.00 remain unchanged.

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)

COMMISSIONERS' ORDINANCE NO. _____

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.

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

Section 1

That § 31.08 of the City of Covington Code, 1984 edition, is hereby amended as follows:

§ 31.08 CITY CLERK.

(A) Pursuant to KRS 83A.085, the office of the City Clerk is hereby established/reestablished.

(B) The duties and responsibilities of the Clerk shall include, but not be limited to the following:

- (1) Maintenance and safekeeping of the permanent records of the city;
- (2) Performance of the duties required of the "official custodian" or "custodian" pursuant to KRS 61.870 to 61.882;
- (3) Possession of the seal of the city if used;
- (4) Performance of all duties and responsibilities required of the City Clerk by statute or ordinance; and
- (5) No later than January 31 of each year, mail to the Department of Local Government a list containing current city information including, but not limited to, the following:
 - (a) The correct name of the Mayor, legislative body members, and the following appointed officials who are serving as of January 1 of each year:
 1. City Clerk;
 2. City Treasurer;
 3. City Manager;

4. City Attorney;
5. Finance Director;
6. Police Chief;
7. Fire Chief; and
8. Public Works Director;

(b) The correct name of the city, mailing address for City Hall, and telephone number of City Hall; and

(c) The name and telephone number of either an elected or appointed official to serve as a contact person that may be reached during normal business hours of 8:00 a.m. to 4:30 p.m.

(C) Before engaging in the duties of the office of the City Clerk, the City Clerk shall give the same form of oath as required of the Mayor and City Commissioners.

(D) The salary of the City Clerk shall be established in the City "Salary Ordinance".

(E) The City Clerk shall report directly to the City Manager.

Section 2

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)