

**COMMISSIONERS' ORDER NO. ORD-xxx-24**

AN ORDER CREATING THE "COMMITTEE ON FORM OF GOVERNMENT TRANSITION" AND DIRECTING THE CITY OF COVINGTON'S AUTHORIZED STAFF TO ASSIST THE COMMITTEE IN ACCOMPLISHING ITS DUTIES AND RESPONSIBILITIES.

\* \* \* \*

WHEREAS, the City of Covington currently utilizes the "City Manager" form of government; and

WHEREAS, in the November 2024 election cycle, a majority (61%) of City of Covington residents voted to adopt the "Mayor-Council" form of government, which will go into effect January 2027; and

WHEREAS, the City government will undertake a comprehensive review of the administrative functions of the City during 2025 and 2026 to prepare for the implementation of the mayor-council form of government effective January 1, 2027; and

WHEREAS, it is prudent to establish a "Committee on Form of Government Transition" composed of City officials, employees, and citizens to guide the City of Covington in implementing the transition from a "City Manager" form of government to a "Mayor-Council" form of government; and

WHEREAS, the Committee on Form of Government Transition shall have no legislative or executive authority, and will only make recommendations to the City of Covington Board of Commissioners.

NOW, THEREFORE,

BE IT ORDERED BY THE BOARD OF COMMISSIONERS OF THE CITY OF COVINGTON, KENTON COUNTY, KENTUCKY AS FOLLOWS:

1. The City of Covington hereby establishes the Committee on Form of Government Transition ("Committee").
2. To ensure broad representation of Covington's community, the Committee shall consist of nine voting (9) members, including the Mayor.
3. The voting Committee members shall be selected by the Mayor and confirmed by the City Board of Commissioners.
4. The Mayor of Covington shall be the Chairperson and provide leadership and direction to the Committee.
5. The City of Covington Commissioners shall be *ex officio* non-voting members of the Committee.

6. To provide essential guidance and administrative support and assistance, the following City staff shall be *ex officio* non-voting members of the Committee:

- a. City Solicitor – to provide legal guidance and assist in drafting necessary documents to complete the form of government transition.
- b. City Manager – to offer insights on the current structure and support the transition.
- c. City Clerk – to assist with documentation, meeting logistics, and historical context.

7. The Mayor shall also appoint a Committee Administrator to coordinate meetings, manage communications, and handle research and reporting needs.

8. The Committee's duties and responsibilities include, but are not limited to, the following:

- a. Review of the structure of the current City Manager form of government and identify areas for modification to align with a Mayor-Council form.
- b. Research best practices and case studies from other cities that have successfully implemented a Mayor-Council form.
- c. Engage with Covington residents, businesses, and community stakeholders to review and incorporate their perspectives.
- d. Prepare and submit to the Covington Board of Commissioners an Initial Progress Report by June 30, 2025.
- e. After the Initial Progress Report, prepare and submit monthly progress reports to the Covington Board of Commissioners with recommended changes and steps for implementation.
- f. Submit a recommendation to the Covington Board of Commissioners on the appropriate number of city council members and their compensation by October 17, 2025.
- g. Prepare and submit a comprehensive Final Report to the City Board of Commissioners detailing all recommendations and the best processes for implementing those recommendations by May 1, 2026.

9. City staff are directed to assist the Committee in performing its duties and responsibilities by providing information and/or materials requested by the City Manager for that purpose.

10. The Committee shall meet regularly, but no less than once per month.

11. This Order shall be in effect from January 1, 2025 until December 31, 2026.

12. Should any portion of this Order be found invalid for any reason, such holding shall not be construed as affecting the validity of the remaining portions of this Order.

13. This Order shall be in full force and effect upon signature and recordation.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

ADOPTED: \_\_\_\_\_