

**COMMISSIONERS' ORDINANCE NO. O-xx-24**

AN ORDINANCE AMENDING SECTION 30.05 OF THE COVINGTON CODE OF ORDINANCES TO ENHANCE COMMUNICATIONS BETWEEN THE ADMINISTRATION DEPARTMENT AND THE BOARD OF COMMISSIONERS TO INCREASE GOVERNMENT EFFICIENCY.

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WHEREAS, Chapter 30 of the Covington Code of Ordinances sets forth the procedures for members of the Board of Commissioners to communicate with staff; and

WHEREAS, increased intra-governmental communication and efficiency is needed now more than ever as a result of a majority (61%) of City of Covington residents voting in the November 2024 election cycle 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, authorizing the Mayor to inquire into the conduct of duties and actions performed by the City Manager between meetings of the Board of Commissioners will enhance communications between the Administration Department and Board of Commissioners, thereby increasing government efficiency, and will better enable the mayor to understand the full scope of executive and administrative authority that will become the responsibility of the office of the mayor as a result of the change in the form of government;

NOW THEREFORE,

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

Section 1

An amendment to Section 30.05, which reads as follows, is hereby added to and amend the Covington Code of Ordinances:

**CHAPTER 30: ADMINISTRATIVE PROCEDURES**

**§ 30.05 MEMBERS OF BOARD OF COMMISSIONERS COMMUNICATIONS WITH STAFF AND OTHERS.**

**(A) The Board of Commissioners, as the combined legislative and executive authority of the City pursuant to KRS 83A.150, to enhance communications between it and the City's Administration Department in order to increase government efficiency and to better prepare for the**

**transition to the mayor-council form of government , delegates to the Mayor the necessary authority to inquire into the conduct of duties and actions performed by the City Manager between meetings of the Board of Commissioners. The authority shall be exercised at the discretion of the Mayor and is subject to ratification by the Board of Commissioners where appropriate. Such delegation of authority in no way creates regular administrative duties for the Mayor.**

**(B) The Mayor shall be recognized as the official head and representative of the City for all purposes. Such recognition shall not, however, include any duties considered an unauthorized delegation of executive or legislative authority from the Board of Commissioners.**

(~~A~~)**C** No member of the Board of Commissioners shall make one-on-one contact with a department or division employee on policy implication matters without involvement therein by the City Manager.

(~~B~~)**D** No member of the Board of Commissioners shall communicate on a one-on-one basis with any department or division of municipal government in a manner which should effectuate interruption or redirection in the work assignment of a worker or group of workers in any manner other than an initial request for work assignment made directly to the director of the department or his or her designee in his or her absence.

(~~C~~)**E** Such a request for a work assignment shall be submitted to the department director who has jurisdiction over such request work assignment, regardless of its nature.

(~~D~~)**F** Upon receipt of such a request for a work assignment, whether written or oral, it is understood that the work assignment shall be delegated and/or assigned solely at the director's discretion, or by his or her designee in his or her absence, without threat of retribution from said member of the Board of Commissioners as to its priority of assignment within his or her department unless a decision of the Commission members, in an appropriate setting directs otherwise.

(~~E~~)**G** It is the responsibility of each department director to assess the requested work assignment and make a cursory determination as to whether such individual request calls for priority treatment. In that event, the department director shall so advise all the Commission members and the City Manager in the same manner forthwith of such priority assignment so that all share equally in the dissemination of information.

(~~F~~)**H** No employee or group of employees shall express dissatisfaction in the realm of their employment to any Commission member without first seeking to remedy such situation administratively.

(~~G~~)**I** In the event an employee or group of employees attempts to circumvent such administrative remedies as provided in the personnel policy and/or working agreement, it shall be incumbent upon the Commission member to decline to circumvent or interfere in the administrative process.

(1984 Code, § 30.06) (Ord. O-74-86, passed 11-3-1986)

Section 2

The provisions of this chapter are severable. If any section, clause, sentence, part, or provision of this chapter shall be held illegal, invalid, or unconstitutional by any court of competent jurisdiction, such decision of the court shall not affect, impair, or invalidate any of the remaining sections, clauses, sentences, parts or provisions of this chapter. It is hereby declared to be the intent of the Board of Commissioners that this chapter would have been adopted if such illegal, invalid, or unconstitutional section, clause, sentence, part, or provision had not been included herein.

Section 3

That this Ordinance shall take effect and be in full force upon its passage, approval, and publication as required by law.

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MAYOR

ATTEST:

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CITY CLERK

Passed: \_\_\_\_\_, 2024 (Second Reading)

\_\_\_\_\_, 2024 (First Reading)