

COMMISSIONERS' ORDINANCE NO. 0-06-21

AN ORDINANCE AMENDING § 31.08 OF THE COVINGTON CODE OF ORDINANCES ADDING A SUBPARAGRAPH CONCERNING THE DIRECT REPORTING OF THE CITY CLERK.

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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 [e]City, **including oversight and responsibility for the City's overall file management and retrieval systems;**

(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 [e]City if used;

(4) Performance of all duties and responsibilities required of the City Clerk by statute or ordinance; [~~and~~]

(5) Custodian of the City of Covington Commission Chambers and related technological and operational components;

(6) Management and oversight of maintaining an updated, legally compliant code of ordinances and any associated indexes or databases; and

~~[(5)](7)~~ 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) In the event the City Clerk is unavailable to perform his/her duties, a Deputy Clerk may be utilized on a temporary basis to perform any functions typically required to be performed by the City Clerk and other City staff may assist the Deputy Clerk in providing these functions.

~~[(D)](E)~~ The salary of the City Clerk **and any Deputy Clerk or similar position** shall be established in **accordance with** the City's "Salary Ordinance" **and shall be included in the City's annual budget ordinance.**

~~[(E)](F)~~ The **duties required of the** City Clerk shall ~~[report directly to the City Manager]~~ **be provided by one or more staff members within the City's Legal Department.**

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


MAYOR

ATTEST:


ACTING CITY CLERK

Passed: 4/27/21 (Second Reading)

4/13/21 (First Reading)