

COMMISSIONERS' ORDINANCE NO. 0-01-21

AN ORDINANCE ESTABLISHING THE DATES OF CAUCUS, LEGISLATIVE, ORGANIZATIONAL AND BUDGET PREPARATION MEETINGS OF THE COVINGTON BOARD OF COMMISSIONERS.

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WHEREAS, Kentucky Revised Statutes Section 83A.150(4) requires at least one regular meeting of the Board of Commissioners per month at such times and places as are fixed by ordinance; and

WHEREAS, previous City practice has been to specifically identify dates each calendar year for compliance with KRS §83A.150(4); and

WHEREAS, since 2017, the City has followed a meeting cycle where legislative matters are considered first at a caucus meeting then action taken on proposed items at a legislative meeting the week following the caucus meeting; and

WHEREAS, in recent years the City has added additional meetings on Saturdays to aid in creating the annual budget; and

WHEREAS, City officials believe it is more efficient to designate certain days within each month for all future years as the dates when meetings will occur.

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

Section 1

That the schedule of the regular Caucus and Legislative meetings, Organizational meetings, and Budget Preparation meetings of the Board of Commissioners of the City of Covington are hereby established as set as follows:

Caucus and Legislative Meetings

Caucus and Legislative meetings of the Covington Board of Commissioners shall be held at 6:00 p.m. EST at Covington City Hall, Commission Chambers, 20 W. Pike Street, Covington, Kentucky 41011. Caucus meetings shall occur on the first and third Tuesdays of each month, and Legislative meetings shall occur on the second and fourth Tuesdays of each month, subject to certain exceptions.

In years where there are five (5) Tuesdays in the month of June, Caucus meetings shall be on the second and fourth Tuesdays and Legislative meetings shall be on the third and fifth Tuesdays.

In July there will only be one Caucus and one Legislative meeting. The July Caucus meeting shall be held on the second Tuesday of the month and the July Legislative meeting shall be held on the third Tuesday of the month.

In years where there are five (5) Tuesdays in the month of November, and when election day falls on the first Tuesday, Caucus meetings shall be on the second and fourth Tuesdays and Legislative meetings shall be on the third and fifth Tuesdays. When there are five (5) Tuesdays in the month of November, and when election day falls on the second Tuesday, Caucus meetings shall be on the first and fourth Tuesdays and Legislative meetings shall be on the third and fifth Tuesdays.

In years where there are four (4) Tuesdays in the month of November, and when election day falls on the first Tuesday, Caucus meetings shall be on the second and fourth Tuesdays and Legislative meetings shall be on the third Tuesday of November and first Tuesday of December.

In December, there will only be one Caucus and one Legislative meeting, except when the first Tuesday of the month is a Legislative meeting related to a November Caucus meeting. Otherwise, the December Caucus meeting shall be held on the second Tuesday of the month and the Legislative meeting shall be held on the third Tuesday of the month.

Organizational Meetings

In calendar years following a year when a regular election of a Mayor or Commissioner is held, there shall be an Organizational meeting immediately preceding the first Caucus meeting in January, at the same location as the first January Caucus meeting, to allow for discussion and approval of administrative and procedural items related to the operation and governance of the Board of Commissioners such as certification of election results, election of a Vice Mayor, and other items. When an Organizational meeting is required, it shall commence at 6:00 p.m. EST and the regularly scheduled Caucus meeting will commence immediately upon adjournment of the Organizational meeting.

Budget Preparation Meetings

The Board of Commissioners will hold meetings beginning at 10:00 a.m. EST at the City of Covington, Commission Chambers, 20 W. Pike Street, Covington, Kentucky 41011 on the second, third and fourth Saturday in the month of May. These meetings will be held for the purpose of preparing the City's annual budget ordinance.

Section 2

That changes or additional meetings can be made by the Board of Commissioners through the City Manager's office as needed throughout the year. Changes or additions will be published through the various City communication portals by the City Clerk's office. A general meeting calendar will be published each January for the calendar year.

Section 3

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

Joseph A Meyer
MAYOR

ATTEST:

Margaret M. Ryan
CITY CLERK

Passed: 1-5-21 (Second Reading)

12-15-20 (First Reading)