

COMMISSIONERS ORDINANCE NO. O-2025-03

**AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE CITY OF
NEWPORT, KENTUCKY AMENDING SECTION 31.42 OF THE CODE OF
ORDINANCES REGARDING PERSONNEL WITHIN THE OFFICE OF THE CITY
MANAGER**

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF NEWPORT, KENTUCKY, AS FOLLOWS:

SECTION I

That Section 31.42 of the Code of Ordinances shall be and is hereby amended to read as follows:

CITY DEPARTMENTS

§ 31.42 OFFICE OF THE CITY MANAGER.

The Office of the City Manager shall consist of the following personnel:

- (A) One City Manager;
- (B) One Assistant City Manager;
- (C) One Assistant City to the Assistant City Manager
- (D) One City Clerk;
- (E) One Executive Assistant;
- (F) One Public Housing Coordinator;
- (G) One Human Resources Coordinator;
- (H) One part-time Administrative Assistant;
- (I) One Business Liaison Officer;
- (J) One Project Coordinator;
- (K) Two full-time and two part-time Customer Service Representatives;
- (L) One Legal Administrative Assistant; **and**
- (M) Division of Law:

(1) The City Solicitor and his or her assistants may be hired by contract and deemed independent contractors, or as employees of the City.

(2) They shall be the legal advisers and counsel for the City and its various officers in matters pertinent to their respective duties; they shall render written legal opinions on specific matters when requested to do so by the Board of Commissioners, the City Manager or any department head.

(3) They shall prepare all legislation, legal documents and institute and defend all suits for the City at the direction of the City Manager.

(4) ~~One designated member thereof shall also have the duties and responsibilities of risk management.~~

(N) One Risk Manager (part or full-time);

(O) One Municipal Liaison; and

(P) One Economic Development Coordinator.

SECTION II

That this Ordinance shall be signed by the Mayor, attested to by the City Clerk, recorded, published, and effective upon publication.

1st READING: January 13, 2025

2nd READING: January 21, 2025

Thomas L. Guidugli Jr., Mayor

ATTEST:

Tiffany Myers, City Clerk