

**COMMISSIONERS ORDINANCE NO. O-2023-010**

**AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE CITY  
OF NEWPORT, KENTUCKY, AMENDING SECTION 31.42 OF THE CODE  
OF ORDINANCES CONCERNING THE OFFICE OF THE CITY MANAGER.**

BE IT ORDAINED BY THE CITY OF NEWPORT, KENTUCKY:

**SECTION I**

That Section 31.42, Office of the City Manager, of the Code of Ordinances, shall be and hereby is amended to include and read, as follows:

**§ 31.42 OFFICE OF 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 City Clerk;
- (D) One Executive Assistant;
- (E) One Public Housing Coordinator;
- (F) One Human Resources Coordinator;
- (G) One Part-Time Human Resources Administrative Assistant;
- (H) One Business Liaison Officer; and
- (I) One Projects Director Coordinator;
- (J) One Assistant Planner Two Full-Time and Two Part-Time Customer Service Representatives; and
- (K) One Legal Administrative Assistant; and
- (K) (L) 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.

## **SECTION II**

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

PASSED: 1<sup>st</sup> Reading: July 24, 2023

PASSED: 2<sup>nd</sup> Reading: August 31, 2023

\_\_\_\_\_  
Thomas L. Guidugli Jr., Mayor

ATTEST:

\_\_\_\_\_  
Tiffany Myers, City Clerk