CITY OF DAYTON, KENTUCKY
ORDER-RESOLUTION NO. 2026-17R

AN ORDER-RESOULTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH JERROD BARKS TO SERVE AS THE CITY ADMINISTRATOR OF THE CITY OF DAYTON, KENTUCKY, EFFECTIVE JANUARY 1, 2027.

WHEREAS, the City of Dayton ("City") has created the position of City Administrator by ordinance adopted by the Dayton City Council; and

WHEREAS, the City of Dayton conducts its operations according to the Mayor-Council form of government pursuant to KRS 83A.080, KRS 83A.090 and other applicable laws; and

WHEREAS, the current City Administrator, Jay Fossett, has announced his retirement, effective December 31, 2026, and a vacancy in the Office of the City Administrator in the City will exist upon his retirement; and

WHEREAS, Jerrod Barks has served the City as its Assistant City Administrator for five years and has demonstrated the qualifications, experience, and knowledge of City operations necessary to fully and efficiently carry out the duties of the Office of the City Administrator; and

WHEREAS, the Mayor of the City of Dayton has met with each member of the City Council, and Jerrod Barks has met individually with each member of the City Council regarding his appointment as City Administrator; and

WHEREAS, the City desires to employ Jerrod Barks as its City Administrator consistent with the provisions of KRS Chapter 83A, with his employment being subject to the provisions set forth in those statutes, city ordinances, and the terms set forth in this Agreement; and

WHEREAS, the City Administrator's salary is based on the salaries of other City Administrators working in Northern Kentucky with similar experience, including those of benchmark cities similar in size and operation as the City of Dayton, as these salaries are reported in the salary survey of local government employees prepared annually by the Northern Kentucky Area Development District.

WHEREAS, negotiations have occurred between the Mayor of the City of Dayton, Kentucky, and Jerrod Barks regarding his employment as City Administrator and the parties are in agreement to the general terms and conditions of this employment; and

WHEREAS, Jerrod Barks desires to accept employment as the City Administrator of the City of Dayton consistent with the provisions of KRS 83A.080 and KRS 83A.090, with his employment being subject to the provisions set forth in those statutes, city ordinances, and the terms set forth in this Agreement.

NOW, THEREFORE, THE CITY OF DAYTON, KENTUCKY, HEREBY ORDERS, RESOLVES, AND APPROVES AS FOLLOWS:

The Board of the City Council of the City of Dayton, Kentucky, hereby authorizes the Mayor to enter into a contract with Jerrod Barks to serve in the position of Dayton City Administrator.

SO ORDERED, RESOLVED, and APPROVED by the City Council of the City of Dayton, Kentucky, on this 10th day of November 2026.

ADOPTED: November 10, 2026

By: _____
Ben Baker
Mayor

Attest:

By: _____
Tristan Klein
City Clerk/Treasurer

CERTIFICATION

I, Tristan Klein, do hereby certify that I am the duly qualified and acting Clerk/Treasurer of the City Council of Dayton, Kentucky, and as such, I further certify that the foregoing is a true, correct, and complete copy of an Order/Resolution duly adopted by the City Council of the City at a regular meeting properly held on November 10, 2026, signed by the Mayor and is now in full force and effect, all as appears from the official records of the City in my possession and under my control.

IN WITNESS WHEREOF, I have hereunder set my hand this _____ day of _____ 2026.

_____
Tristan Klein
City Clerk

CITY OF DAYTON, KENTUCKY
ORDINANCE NO. 2026#12

AN ORDINANCE AMENDING CHAPTER 31 OF THE DAYTON CODE OF ORDINANCES TO UPDATE INFORMATION ABOUT NON-ELECTED CITY OFFICIALS AND CITY EMPLOYEES.

WHEREAS, Chapter 31 of the Dayton, Kentucky, Code of Ordinances ("Code"), as amended by Ordinance No. 2024#12, establishes the City Clerk/Treasurer as a non-elected city office in § 31.36 and the Assistant City Administrator as a city employee in § 31.40; and

WHEREAS, City Council finds that the efficient administration of the city may, at times, be best served by combining the duties of the Assistant City Administrator and the City Clerk/Treasurer in a single office; and

WHEREAS, City Council wishes to retain §§ 31.36 and 31.40 in their current form so that the city may return to separate positions without further amendment of those sections; and

WHEREAS, KRS 83A.080 and § 31.35(A) of the Code require that all non-elected city offices be created by ordinance specifying the title, powers and duties, oath, and bond, if required, of the office;

NOW, THEREFORE, THE DAYTON CITY COUNCIL HEREBY ORDAINS AS FOLLOWS:

Section 31.35(D)(1) of the Code is hereby amended by adding the following item, with items a. through d. remaining unchanged:

e. Assistant City Administrator/City Clerk

SECTION II

Section 31.36(A)(4)(a) of the Code is hereby amended by adding the following item to the list of appointed officials and employees to be reported to the Department for Local Government, with all existing items remaining unchanged:

9. Assistant City Administrator/City Clerk

SECTION III

Chapter 31 of the Code is hereby amended by adding a new § 31.45, which reads as follows:

§ 31.45 ASSISTANT CITY ADMINISTRATOR/CITY CLERK.

(A) The city hereby establishes the non-elected office of Assistant City Administrator/City Clerk, who shall be appointed by the Mayor with approval of City Council and who may be removed by the Mayor at will.

(B) The qualifications of the Assistant City Administrator/City Clerk shall include, but not be limited to, professional training and experience in municipal management and administration, and in clerical, records management, and bookkeeping duties, sufficient to ensure competence in the position.

(C) The duties and responsibilities of the Assistant City Administrator/City Clerk shall include, but are not limited to, the following:

(1) All duties and responsibilities of the City Clerk/Treasurer set forth in § 31.36(A), including the duties of the official custodian under KRS 61.870 through 61.882 and the annual report to the Department for Local Government;

(2) All duties and responsibilities of the Assistant City Administrator set forth in § 31.40(C), including the duties set forth in § 31.37(C) in the absence of the City Administrator; and

(3) All other duties assigned to the Assistant City Administrator/City Clerk by the Mayor or City Administrator.

(D) No person shall be appointed or act as the Assistant City Administrator/City Clerk unless such person has taken the oath required by Section 228 of the Constitution of the Commonwealth of Kentucky and has provided bond in an amount of twenty-five thousand dollars ($25,000.00) with corporate surety authorized to transact business in Kentucky and conditioned upon the performance of the duties specified herein.

(E) Compensation shall be in the amount established by City Council in the city's Personnel and Pay Classification Plan.

(F) Relationship to separate positions.

(1) While the office of Assistant City Administrator/City Clerk is filled, the duties of the City Clerk/Treasurer under § 31.36 and of the Assistant City Administrator under § 31.40 shall be performed by the Assistant City Administrator/City Clerk, and the Mayor need not appoint persons to those separate positions.

(2) Nothing in this section shall be construed to repeal or amend §§ 31.36 or 31.40. Those positions remain established and may be filled while the office of Assistant City Administrator/City Clerk is vacant.

(3) No person shall be appointed to the office of City Clerk/Treasurer or to the position of Assistant City Administrator while the office of Assistant City Administrator/City Clerk is filled, and no person shall be appointed to the office of Assistant City Administrator/City Clerk while either of those positions is filled.

(4) While the office of Assistant City Administrator/City Clerk is filled, any reference in this Code, in any city ordinance or resolution, or in any city policy to the City Clerk, City Clerk/Treasurer, or Assistant City Administrator shall be deemed to include the Assistant City Administrator/City Clerk.

(G) While the office of Assistant City Administrator/City Clerk is filled, the Assistant City Clerk/Treasurer established in § 31.41 shall perform the duties set forth in § 31.36(A) in the absence of the Assistant City Administrator/City Clerk.

SECTION IV

Except as amended herein, Chapter 31 of the Code remains in full force and effect. Sections 31.36 and 31.40 are not repealed or amended by this ordinance.

SECTION V

This ordinance shall be in full force and effect from and after its adoption, approval, and publication as required by law.

First Reading:
Second Reading:
Published
Ayes: Nays: Abstained:

CITY OF DAYTON, KENTUCKY

By: _____
Mayor Ben Baker

ATTEST:

_____
Tristan Klein, City Clerk

CITY OF DAYTON, KENTUCKY
ORDINANCE 2026#13

AN ORDINANCE AMENDING THE PERSONNEL AND PAY CLASSIFICATION PLAN OF THE CITY OF DAYTON, KENTUCKY, AS ADOPTED BY ORDINANCE 2026#7, TO ADD THE POSITION OF ASSISTANT CITY ADMINISTRATOR/CITY CLERK AND ESTABLISH ITS COMPENSATION RANGE.

WHEREAS, pursuant to KRS 83A.070(2), the City of Dayton, Kentucky ("City") must set the compensation of employees and nonelected officers of the City in accordance with a personnel and pay classification plan ("Personnel and Pay Classification Plan"); and

WHEREAS, by Ordinance 2026#7, City Council amended the Personnel and Pay Classification Plan and established salaries and compensation ranges for the 2026-27 Fiscal Year, as shown in Exhibit "A" to that ordinance; and

WHEREAS, by Ordinance 2026#12, City Council established the non-elected office of Assistant City Administrator/City Clerk in § 31.45 of the Dayton Code of Ordinances, and a compensation range must be established for that office;

NOW, THEREFORE, BE IT HEREBY ORDAINED AND RESOLVED BY THE DAYTON CITY COUNCIL AS FOLLOWS:

SECTION I

Exhibit "A" to Ordinance 2026#7 is hereby amended by adding the following position, effective upon the adoption of this ordinance:

Position	Type	No. Authorized	Pay Range Minimum	Pay Range Maximum
Assistant City Administrator/City Clerk	Salary	1	$70,681.00	$108,740.00

SECTION II

All other positions, numbers authorized, and compensation ranges in Exhibit "A" to Ordinance 2026#7, including those for the Assistant City Administrator and City Clerk, remain unchanged and in full force and effect.

SECTION III

Unless otherwise stated, the compensation shown for the position added in Section I shall be a yearly amount based upon the normal number of hours required for the position under the Personnel and Pay Classification Plan.

SECTION IV

This ordinance shall be in full force and effect from and after its adoption, approval, and publication as required by law.

PASSED by City Council of the City of Dayton, Campbell County, Kentucky assembled in regular session.

First Reading: November 10, 2026
Second Reading: December 9, 2026

_____
MAYOR BEN BAKER

ATTEST:

_____
TRISTIAN KLEIN
CITY CLERK/TREASURER

CERTIFICATION

I, the undersigned, do hereby certify that I am the duly qualified and acting Clerk/Treasurer of the City Council of Dayton, Kentucky (the "City"), and as such I further certify that the foregoing Ordinance, including Exhibit "A," which is attached hereto and made reference a part hereof, is a true, correct, and complete copy of the Ordinance duly adopted by the City Council of the City after two readings on the dates referenced above, and has been signed by the Mayor and is now in full force and effect, all as appears from the official records of the City in my possession and under my control.

IN WITNESS WHEREOF, I have hereunder set my hand this 14 day of July 2026.

_____
Tristan Klein
City Clerk/Treasurer

EXHIBIT "A"

Position	Type	No. Authorized	Pay Range Minimum	Pay Range Maximum
City Administrative Officer	Salary	1	$114,177.00	$146,799.00
Assistant City Administrator	Salary	1	$86,992.00	$108,740.00
City Clerk	Salary	1	$70,681.00	$92,429.00
Assistant City Administrator/City Clerk	**Salary**	**1**	**$70,681.00**	**$108,740.00**
Assistant City Clerk	Hourly	1	$21.75	$36.97
Administrative Secretary- Part time (Hourly)	Hourly	1	$16.31	$20.66
Chief of Police	Salary	1	$90,254.20	$119,614.00
Police Captain	Hourly	0	$40.23	$43.50
Police Lieutenant	Hourly	1	$38.06	$42.41
Police Sergeant	Hourly	1	$32.62	$39.15
Police Corporal	Hourly	2	$29.36	$35.88
Police Officer	Hourly	8	$25.01	$35.88
Police Recruit	Hourly	1	$22.84	$25.01
School Resource Officer	Hourly	1	$28.27	$36.97
Police Clerk (Hourly)	Hourly	1	$19.57	$28.27
Public Works Superintendent	Hourly	1	$30.45	$43.50
Crew Leader	Hourly	1	$25.01	$30.45
Laborer	Hourly	4	$19.57	$28.82
Laborer (23 hrs/week)	Hourly	0	$19.57	$21.75
Seasonal Laborer (4/1-10/31)	Hourly	0	$ -	$21.75
Code Enforcement Director	Salary	1	$54,370.00	$83,729.80
License Inspector	Hourly	1	$45,240.00	$67,000.00