



**CITY OF COVINGTON, KENTUCKY  
LEGISLATIVE MEETING  
BOARD OF COMMISSIONERS  
TUESDAY, OCTOBER 20, 2015, 6:00 PM**

**20 WEST PIKE STREET  
COVINGTON, KENTUCKY**

**AGENDA**

**CALL TO ORDER:** Mayor Sherry Carran

PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL

Reading of Minutes of the meetings of October 6, and October 8, 2015, (or motion to dispense with reading and approve minutes).

**PRESENTATIONS:**

None

**ITEMS FOR CONSIDERATION:**

**NEW BUSINESS – FIRST READING OF ORDINANCES**

1. Consider Ordinance No. O-xx-15 entitled: **AN ORDINANCE AMENDING CHAPTER 94 OF THE COVINGTON CODE OF ORDINANCES TO ESTABLISH MEMBERSHIP FEES FOR ADMISSION TO CITY AQUATIC FACILITIES.** *Due to age, use and existing conditions, all three aquatic centers require major repairs before next year's pool season can begin. Information was gathered from around the State, both public and private to investigate options for continuing the operations of the facilities provided their costly operation and maintenance. Research conducted showed that the vast majority of publicly run pools charge for admission. Creating this additional revenue source is the only*

*opportunity to have these repairs completed and ensure the pools receive the necessary repairs.*

**Staff Reporting:** Natalie Gardner, Projects and Special Programs Manager  
**First Reading, No Vote**

2. Consider Ordinance No. O-xx-15 entitled: **AN ORDINANCE AMENDING § 34.50 OF THE COVINGTON CODE OF ORDINANCES, NON-UNIFORMED, NON-CIVIL SERVICE EMPLOYEES, AND COMMISSIONERS' ORDINANCE NO. O-27-13, CREATING THE POSITION OF ZONING AND DEVELOPMENT SPECIALIST AND ESTABLISHING A SALARY FOR THE POSITION.**

**Staff Reporting:** Larisa Sims, Assistant City Manager  
**First Reading, No Vote**

#### **OLD BUSINESS – SECOND READING OF ORDINANCES**

3. Consider Ordinance No. O-xx-15 entitled: **AN ORDINANCE AMENDING §34.50 OF THE COVINGTON CODE OF ORDINANCES, NON-UNIFORMED, NON-CIVIL SERVICE EMPLOYEES, AND COMMISSIONERS' ORDINANCE NO. O-27-13, CREATING THE POSITION OF SENIOR ACCOUNTING MANAGER AND ESTABLISHING A SALARY FOR THE POSITION.** *In August, the City posted an open job position for Finance Director and received a limited response with only some degree of match to the desired skills for the Finance Director role. This alternate position will fill a need in the Finance Department by assisting the Interim Finance Director with day-to-day oversight and management as well as general duties now being performed by the Interim Finance Director such as maintaining general ledger functions, analyzing financial reports and data, supervising monthly bank reconciliations, and performing other Finance Department functions. This is cost neutral as the new position of Senior Accounting Manager will be filled but not the position of Finance Director. It is recommended that Lisa Desmarais remain as Interim Finance Director until such time that the Senior Accounting Manager position is filled, or a suitable candidate for Finance Director is identified.*

**Staff Reporting:** Lisa Desmarais, Operations Director/Interim Finance Director  
**Recommendation:** Approve Ordinance

4. Consider Ordinance No. O-xx-15 entitled: **AN ORDINANCE AMENDING § 34.50 OF THE COVINGTON CODE OF ORDINANCES, NON-UNIFORMED, NON-CIVIL SERVICE EMPLOYEES AND COMMISSIONERS ORDINANCE NO. O-27-13, ELIMINATING THE POSITION OF ADMINISTRATION AND INTELLIGENCE DIRECTOR AND CREATING THE POSITION OF MANAGER OF ANALYTICS AND INTELLIGENCE AND ESTABLISHING A SALARY FOR THAT POSITION.** *The position of Administration and Intelligence Director was a civilian position created for the Police Department. After thorough review, it is recommended to eliminate this position and create a similar but more broadly focused position in City Operations that will assist the Operations Director/Interim Finance Director in implementation of COVSTAT that was presented to the City Commission earlier in the year, which is a City department-wide data management and analysis initiative, for more data-driven decision making by the City Commission. This is a cost neutral change, moving the civilian position from Police Department to City Operations.*

**Staff Reporting:** Lisa Desmarais, Operations Director/Interim Finance Director  
**Recommendation:** Approve Ordinance

5. Consider Ordinance No. O-xx-15 entitled: **AN ORDINANCE AMENDING COMMISSIONERS' ORDINANCE NO. O-27-13 ESTABLISHING A SALARY RANGE OF \$10.25 TO \$11.25 PER HOUR FOR SEASONAL EMPLOYEES, EFFECTIVE OCTOBER 25, 2015.** *A survey was completed by the Human Resources Department that indicates that the hourly salary range for our seasonal employees lags behind other cities in the area. It is becoming more difficult to fill and retain seasonal workers and has become very time consuming and costly (estimated at \$28,000 annually) to select, perform drug testing, and process seasonal employees who do not remain due to the lower than average pay. Staff recommends increasing their hourly rate. This past season alone, it took more than 40 new hires of seasonal employees to staff the 20 positions that are budgeted for a nine-month period. The estimated additional annual cost to the Department of Public Improvements budget for the increased hourly rate is \$12,384 which will be absorbed by the Department's current budget.*

**Staff Reporting:** Jo Ann Simpson, Human Resource Director  
**Recommendation:** Approve Ordinance

## **NEW BUSINESS – ORDER/RESOLUTIONS**

6. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AMENDMENT TO THE BOND LEASE AGREEMENT GOVERNING THE KENTUCKY LEAGUE OF CITIES FUNDING TRUST PROGRAM REVENUE BONDS, VARIABLE RATE 2002 SERIES A, AND ALL OTHER DOCUMENTS NECESSARY EFFECTUATE THE AMENDMENT TO THE LEASE AGREEMENT.**

**Staff Reporting:** Don Warner, Assistant City Solicitor/Counsel from Dinsmore

**Recommendation:** Approve Order/Resolution

7. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AMENDMENT TO THE BOND LEASE AGREEMENT GOVERNING THE KENTUCKY LEAGUE OF CITIES FUNDING TRUST, 2005 PRIVATE ACTIVITY BONDS, AND ALL OTHER DOCUMENTS NECESSARY TO EFFECTUATE THE AMENDMENT TO THE LEASE.**

**Staff Reporting:** Don Warner, Assistant City Solicitor/Counsel from Dinsmore

**Recommendation:** Approve Order/Resolution

8. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING THE EMPLOYMENT OF MICHAEL BENJAMIN AS A POLICE OFFICER IN THE COVINGTON POLICE DEPARTMENT, WITH A TWELVE (12) MONTH PROBATIONARY PERIOD, EFFECTIVE NOVEMBER 15, 2015.** *Mr. Benjamin is a graduate of the University of Cincinnati and a member of the U.S. Army Reserve. This appointment will bring the Department up to 105 sworn personnel.*

**Staff Reporting:** Bryan Carter, Police Chief

**Recommendation:** Approve Order/Resolution

9. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING THE EMPLOYMENT OF JOEL JOHNSON AS A PART-TIME DEVOU PARK RANGER, EFFECTIVE NOVEMBER 1, 2015.** *Mr. Johnson will be replacing Mr. Ballinger in the position of Devou Park Ranger.*

**Staff Reporting:** Bryan Carter, Police Chief

**Recommendation:** Approve Order/Resolution

10. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION FOR RETIREMENT OF SERGEANT GWEN KELLEY FROM THE COVINGTON POLICE DEPARTMENT, EFFECTIVE OCTOBER 31, 2015.** *Sergeant Kelley is retiring after 16 years of service to the Department.*

**Staff Reporting:** Captain Greg Jones

**Recommendation:** Approve Order/Resolution

11. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING THE PROMOTION OF MATTHEW BROWN FROM FIREFIGHTER/EMT TO ENGINEER/EMT IN THE COVINGTON FIRE DEPARTMENT, EFFECTIVE OCTOBER 20, 2015.** *With the retirement of Engineer/EMT Dreyer, Matt is the next person on the Engineer promotional list. He has been with the department since 2010 and has met the requirements for promotion.*

**Staff Reporting:** Dan Mathew, Fire Chief

**Recommendation:** Approve Order/Resolution

12. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION AMENDING ATTACHMENT "A" OF THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF COVINGTON AND THE MIAMI VALLEY FIRE/EMS ALLIANCE TO INCLUDE THE ADDITION OF ASSISTANT CHIEF CHRIS BLACK, LIEUTENANT PAUL WOODRING, AND ENGINEER JIMMY ADAMS AS DESIGNATED MEMBERS OF OHIO TASK FORCE-1.** *The Department currently has three members on the Federal task force. The training and skills that are required by the task force are perishable and difficult to maintain without routine training. The task force provides our members with the needed training at no cost to us for their personal commitment to be a participating member of the team.*

**Staff Reporting:** Dan Mathew, Fire Chief

**Recommendation:** Approve Order/Resolution

13. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION OF GREG CRUMP, INTERNAL AUDITOR IN THE ADMINISTRATION DIVISION, EFFECTIVE OCTOBER 23, 2015.** *Greg was hired by the City in December of 2013. He has taken a job with the Jefferson County Public Schools which will certainly be a shorter commute for Greg.*



**Staff Reporting:** Larry Klein, City Manager

**Recommendation:** Approve Order/Resolution

14. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION OF ANDREW JUENGLING, ZONING SPECIALIST IN THE DEVELOPMENT DEPARTMENT, EFFECTIVE OCTOBER 30, 2015.** *Andy was initially employed by the City as an Economic Development Co-op and was hired on in 2011 as the Zoning Specialist. Andy has been instrumental in crafting plans for the City including the Roebling Point Plan and the Center City Action plan and he implemented the zoning amendments recommended in those plans to achieve their goals. Andy has taken a position with Liberty Township.*

**Staff Reporting:** Larisa Sims, Assistant City Manager/Mike Yeager, City Engineer/Community Services Manager

**Recommendation:** Approve Order/Resolution

15. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION OF NATALIE GARDNER, PROGRAMS AND STRATEGIC PROJECTS MANAGER IN THE DEVELOPMENT DEPARTMENT, EFFECTIVE NOVEMBER 1, 2015.** *Natalie has been with the City for over eighteen years. In 1997 she was hired full-time as Program Coordinator in the Parks and Recreation Department and will be leaving us as the Programs and Strategic Project Manager. Natalie has been involved in too many projects to list and her knowledge and leadership will be missed.*

16. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION OF AMY FROELICHER, RECREATION SPECIALIST IN THE PROGRAMS AND STRATEGIC PROJECTS DIVISION, EFFECTIVE OCTOBER 21, 2015.** *Amy has only been with the City for a short time and due to unforeseen circumstances, she needs to resign her position.*

**Staff Reporting:** Natalie Gardner, Programs and Strategic Projects Manager

**Recommendation:** Approve Order/Resolution

17. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING THE EMPLOYMENT OF ROSIE SANTOS AS RECREATION SPECIALIST IN THE PROGRAMS AND STRATEGIC PROJECTS DIVISION, EFFECTIVE OCTOBER 21, 2015.** *With the resignation of Amy*

*Froelicher, this position is again available. Ms. Santos is well qualified for the position and was a strong candidate when this position was posted six months ago.*

**Staff Reporting:** Natalie Gardner, Programs and Strategic Projects Manager

**Recommendation:** Approve Order/Resolution

18. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION ADOPTING THE JOB DESCRIPTION FOR THE POSITION OF ZONING AND DEVELOPMENT SPECIALIST.**

**Staff Reporting:** Larisa Sims, Assistant City Manager

**Recommendation:** Approve Order/Resolution

19. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A LEASE AGREEMENT WITH CSX FOR CSX-OWNED PROPERTY AT ANNIE HARGRAVES PARK FOR A REDUCED ANNUAL LEASE AMOUNT OF \$450.00.** *A very small piece of the basketball court at Annie Hargraves Park is located on CSX property. The City has been paying CSX \$545 per year to lease this area for many years. After many discussions with CSX, staff was able to get them to reduce the lease amount to \$450.00.*

**Staff Reporting:** Mike Yeager, City Engineer/Community Services Manager

**Recommendation:** Approve Order/Resolution

20. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING THE PUBLICATION OF A REQUEST FOR PROPOSALS FOR DESIGN WORK FOR THE WIDENING OF THE SIDEWALK ALONG THE SOUTH SIDE OF RIVERCENTER BOULEVARD AND JOHNSON STREET AND RECONSTRUCTION OF THE ROADWAY BETWEEN MADISON AVENUE AND THIRD STREET.** *This sidewalk is a key connection between the Convention Center and the hotels to the west. It is very narrow and uninviting and this project will widen the sidewalk and bring it into compliance with ADA standards. The City was awarded SNK money to cover 80% of the design and construction costs.*

**Staff Reporting:** Mike Yeager, City Engineer/Community Services Manager

**Recommendation:** Approve Order/Resolution

21. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING THE PUBLICATION OF A REQUEST FOR PROPOSALS FOR DESIGN WORK FOR THE RECONSTRUCTION OF LATONIA AVENUE FROM SOUTHERN AVENUE TO THE END OF THE CONCRETE ROAD SECTION EAST OF WEST 36<sup>TH</sup> STREET.** *The City previously reconstructed Latonia Avenue from Madison to Southern Avenue. This section is beyond what the normal mill and resurface operation can fix. The City was awarded SNK money to cover 80% of the design and construction costs for this work.*

**Staff Reporting:** Mike Yeager, City Engineer/Community Services Manager

**Recommendation:** Approve Order/Resolution

22. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A CONTRACT WITH ENTRYWAY, INC. FOR THE REHABILITATION OF A SINGLE FAMILY HOME LOCATED AT 1115 ISABELLA STREET, NEWPORT, IN AN AMOUNT NOT TO EXCEED \$103,212.00, KENTUCKY, PAYABLE FROM PROGRAM YEAR 2015-2016 NORTHERN KENTUCKY HOME CONSORTIUM FUNDS.** *The rehabilitation of this single family home will be a continuation of the development that the Housing Authority of Newport has undertaken. The City of Covington serves as the administrator for the NKY Home Consortium*

**Staff Reporting:** Natalie Gardner, Programs and Strategic Projects Manager

**Recommendation:** Approve Order/Resolution

23. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING THE PUBLICATION OF A REQUEST FOR PROPOSALS FOR QUALIFIED CONTRACTORS FOR NECESSARY REPAIR WORK FOR GOEBEL POOL, RANDOLPH POOL, AND THE WATERPARK AT THE BILL CAPPEL COMPLEX.** *Both pools and the waterpark require major repairs before next year's pool season can begin. Repairs must be made in order to bring our pools up to code standards to obtain insurance.*

**Staff Reporting:** Natalie Gardner, Programs and Strategic Projects Manager

**Recommendation:** Approve Order/Resolution

24. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING THE PUBLICATION OF A REQUEST FOR PROPOSALS FOR TASERS AND RELATED EQUIPMENT FOR THE POLICE**



**DEPARTMENT.** *These items will be funded with a private donation and from the forfeiture fund.*

**Staff Reporting:** Bryan Carter, Police Chief

**Recommendation:** Approve Order/Resolution

25. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING AN AGREEMENT TO TERMINATE A DEVELOPMENT AGREEMENT WITH AUGUSTA HOME SALES, INC.** *Augusta Homes owns real property located at 32<sup>nd</sup> Street. In 2004, the City and Augusta entered into a Development Agreement whereby Augusta purchased certain real estate with the understanding that it would be developed as set for in the Agreement. Augusta has only developed and sold one lot, contrary to the parties' anticipated development schedule.*

**Staff Reporting:** Frank Warnock, City Solicitor/Assistant City Manager

**Recommendation:** Approve Order/Resolution

26. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING THE APPOINTMENT OF MICHAEL BARTLETT AS THE ALCOHOL BEVERAGE CONTROL ADMINISTRATOR, EFFECTIVE NOVEMBER 1, 2015.** *With the resignation of Andy Juengling, our current ABC Administrator, a new appointment needs to be made. Mr. Bartlett is the City's Assistant City Solicitor and will be filling this position.*

**Staff Reporting:** Frank Warnock, City Solicitor/Assistant City Manager

**Recommendation:** Approve Order/Resolution

27. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION PROCLAIMING SATURDAY, OCTOBER 31, 2015, BETWEEN THE HOURS OF 6:00 PM AND 8:00 PM, AS THE OFFICIAL HALLOWEEN "TRICK OR TREAT" CELEBRATION IN THE CITY OF COVINGTON.**

**Staff Reporting:** Frank Warnock, City Solicitor/Assistant City Solicitor

**Recommendation:** Approve Order/Resolution

**PROJECT UPDATES:**

- Down Payment Assistance Program – Jeremy Wallace, Grants Administrator/Real Estate Specialist

- CCDI Update – Mike Yeager, Community Services Manager and Don Warner, Assistant City Solicitor

**Next regularly scheduled Legislative Commission Meeting: 6:00 PM, Tuesday, November 10, 2015.**

**Next regularly scheduled Caucus Meeting: 6:00 PM, Tuesday, November 17, 2015.**

**PUBLIC COMMENTS**

**COMMISSIONERS' COMMENTS**

**CITY MANAGER'S COMMENTS**

**CITY SOLICITOR'S COMMENTS**

**MAYOR'S COMMENTS**

**ADJOURNMENT**

**DRAFT**