



**CITY OF COVINGTON, KENTUCKY
LEGISLATIVE MEETING
BOARD OF COMMISSIONERS
TUESDAY, JANUARY 26, 2016, 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 January 12, 2016 (or motion to dispense with reading and approve minutes).

PRESENTATIONS:

- FY16 Second Quarter Budget Update – Lisa Desmarais, City Operations Manager/Interim Finance Director

ITEMS FOR CONSIDERATION:

NEW BUSINESS – FIRST READING OF ORDINANCES

1. **AN ORDINANCE AMENDING § 34.50 OF THE COVINGTON CODE OF ORDINANCES, NON-UNIFORMED, NON-CIVIL SERVICE EMPLOYEES, AND COMMISSIONERS' ORDINANCE NO. 0-27-13, CREATING THE POSITIONS OF DIRECTOR OF FINANCE AND OPERATIONS AND ACCOUNTS PAYABLE MANAGER AND ESTABLISHING A SALARY FOR THE POSITIONS.** *Under the direction of the City Manager, the Director of Finance and Operations will serve as the Chief Financial Officer and the Chief Operations Officer of the City. The person will plan, organize, direct, control and evaluate the activities of the Finance Department and assist in developing and implementing goals and objectives for*

the City. The Accounts Payable Manager will be responsible for processing expenditure requests from all City departments; assist all departments with issues or problems with the financial management software; maintain W-9s, vendor master files and perform annual 1099 activities according to IRS rules and regulations.

Staff Reporting: Larry Klein, City Manager
First Reading, No Vote

NEW BUSINESS – ORDER/RESOLUTIONS

2. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE PAYMENT OF \$43,200.00 TO CLARK SCHAEFER HACKETT FOR PROFESSIONAL AUDITING SERVICES FOR THE FISCAL YEAR 2015, INCLUDING THE ORIGINAL BID AMOUNT OF \$40,800.00 AND A CHANGE ORDER FOR ADDITIONAL PROFESSIONAL SERVICE FEES IN AN AMOUNT OF \$2,400.00, PAYABLE FROM THE GENERAL FUND.** *Clark Schaefer has performed external financial auditing services for the City for the past three years. Over that time, the annual cost of those services has increased nominally from the original bid of \$38,250. For the 2015 audit, professional service fees were \$40,800 plus an additional \$2,400.*

Staff Reporting: Lisa Desmarais, Interim Finance Director/Operations Director
Recommendation: Approve Order/Resolution

3. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE PAYMENT OF \$27,910.69 TO LONKARD CONSTRUCTION FOR A CHANGE ORDER RELATED TO PHASE I OF THE PEASELBERG DETENTION BASIN PROJECT, PAYABLE FROM THE CAPITAL BOND FUND.** *The original contract with Lonkard was \$254,950. A few unanticipated items came up during the construction process that were deemed necessary by City staff and SD1. They included: 36" pipe; staking/survey work; additional excavation; and silt fencing.*

Staff Reporting: Mike Yeager, Community Services Director/City Engineer
Recommendation: Approve Order/Resolution

4. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE PUBLICATION OF A REQUEST FOR PROPOSALS FOR PROPERTY MAINTENANCE OF CSX-OWNED PROPERTY THROUGHOUT THE CITY.** *The frequency at which CSX maintains the property which runs throughout the City is not nearly enough to meet the City's standards. The City and CSX have reached an agreement in which CSX will reimburse the City for costs associated with maintaining its property on a more frequent basis. The RFP will outline the areas that need to be addressed and the*

qualifications needed by a contractor. A contract will be for one calendar year with an option to renew.

Staff Reporting: Mike Yeager, Community Services Director/City Engineer

Recommendation: Approve Order/Resolution

5. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A PERSONAL SERVICE CONTRACT WITH CT CONSULTANTS, PURSUANT TO KRS 45A.690, FOR A FULL ALTA SURVEY OF THE WESTERN PORTION OF DEVOU PARK, IN AN AMOUNT NOT TO EXCEED \$28,800.00, PAYABLE FROM DEVOU TRUST FUNDS.** *The western portion of Devou Park includes the Incinerator, the batteries, and the back country trails. These western parcels were acquired at different times and under different circumstances than the rest of the parcels in the park. For several years, members of the joint Devou board (DPAC and DPI) have discussed the need for a full survey of the area to determine all the deed and/or title restrictions and to provide a full understanding of the boundaries and monumentation.*

Staff Reporting: Jessica Moss, GIS Business Analyst and Project Manager

Recommendation: Approve Order/Resolution

6. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT RENEWAL WITH TENMAST SOFTWARE, INC. TO PROVIDE SOFTWARE FOR THE HOUSING CHOICE VOUCHER PROGRAM, IN AN AMOUNT NOT TO EXCEED \$13,095.00, PAYABLE FROM THE GENERAL FUND.** *Tenmast provides software for all areas of the Housing Choice Voucher program. The modules are user friendly and allow the department to streamline its day-to-day processes through automation while remaining compliant with the ever changing HUD regulations.*

Staff Reporting: Kim Phillips, Section 8 Program Coordinator

Recommendation: Approve Order/Resolution

7. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY STAFF TO SUBMIT AN APPLICATION FOR A \$3,000.00, 2016-2017 CERTIFIED LOCAL GOVERNMENT GRANT TO BE USED FOR THE 2017 NORTHERN KENTUCKY RESTORATION WEEKEND.** *The Kentucky Heritage Council has \$86,447.50 in total grant funding to allocate to CLGs. The funding is targeted to the following priorities: historic building survey, National Register nominations, context or thematic studies, local historic preservation or CRM plans, other local preservation planning projects, archaeological site survey, preservation education, and pre-development/property-specific reports. Each year the City typically submits applications for the funding of three projects*

which address different priority areas. The grant requires 40% of the total project cost as the matching share and the City will provide the match through staff time.

Staff Reporting: Emily Ahouse, Preservation and Planning Specialist

Recommendation: Approve Order/Resolution

8. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AND CITY STAFF TO SUBMIT AN APPLICATION FOR A 2016-2017 CERTIFIED LOCAL GOVERNMENT GRANT TO HIRE A CONSULTANT TO CONDUCT AN HISTORIC RESOURCES SURVEY OF THE MAINSTRASSE HISTORIC PRESERVATION OVERLAY ZONE.** *The Kentucky Heritage Council has \$86,447.50 in total grant funding to allocate to CLGs. The funding is targeted to the following priorities: historic building survey, National Register nominations, context or thematic studies, local historic preservation or CRM plans, other local preservation planning projects, archaeological site survey, preservation education, and pre-development/property-specific reports. Each year the City typically submits applications for the funding of three projects which address different priority areas. The grant requires 40% of the total project cost as the matching share and the City will provide the match through staff time.*

Staff Reporting: Emily Ahouse, Preservation and Planning Specialist

Recommendation: Approve Order/Resolution

9. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AND CITY STAFF TO SUBMIT AN APPLICATION FOR A 2016-2017 CERTIFIED LOCAL GOVERNMENT GRANT TO HIRE A CONSULTANT TO COMPLETE A NOMINATION OF DEVOU PARK FOR LISTING IN THE NATIONAL REGISTER OF HISTORIC PLACES.** *The Kentucky Heritage Council has \$86,447.50 in total grant funding to allocate to CLGs. The funding is targeted to the following priorities: historic building survey, National Register nominations, context or thematic studies, local historic preservation or CRM plans, other local preservation planning projects, archaeological site survey, preservation education, and pre-development/property-specific reports. Each year the City typically submits applications for the funding of three projects which address different priority areas. The grant requires 40% of the total project cost as the matching share and the City will provide the match through staff time.*

Staff Reporting: Emily Ahouse, Preservation and Planning Specialist

Recommendation: Approve Order/Resolution

10. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE ALL DOCUMENTS NECESSARY TO AMEND MEMORANDUM OF AGREEMENT NO. 0800007100 (the "MOA") BETWEEN THE CITY OF COVINGTON AND THE DEPARTMENT FOR LOCAL GOVERNMENT TO**

EXTEND THE TERM OF THE MOA THROUGH JUNE 30, 2018 SO AS TO ALLOW FOR THE ACQUISITION OF PROPERTY TO COMPLETE THE WEST COVINGTON FIRE STATION PROJECT. *O/R-178-07 authorized the Mayor and City Manager to enter into an MOA with the Department of Local Government for the West Covington Fire Station Project in the amount of \$300,000 in bond funds. Much work has been conducted to identify and secure a new location, however, the funds for acquisition have not yet been spent. This O/R would allow for an extension for funding to allow for completion of the project.*

Staff Reporting: Larisa Sims, Assistant City Manager

Recommendation: Approve Order/Resolution

11. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE ALL DOCUMENTS NECESSARY TO AMEND MEMORANDUM OF AGREEMENT NO. 0900011659 (the "MOA") BETWEEN THE CITY OF COVINGTON AND THE DEPARTMENT FOR LOCAL GOVERNMENT TO EXTEND THE TERM OF THE MOA THROUGH JUNE 30, 2018 SO AS TO ALLOW FOR THE COMPLETION OF THE TIMES STAR COMMONS PROJECT.** *The City entered into an MOA with the Department of Local Government for the Times Star Commons Project in the amount of \$1,000,000 in bond funds. These funds were combined with SNK funds to expand a streetscape project to include both the area slated for Times Star Commons funding with the 6th Street Improvement Project. The total project includes streetscape and road improvements on Scott Blvd. from 4th to 6th streets and on 6th Street from Scott to the RR underpass at Johnson Street. This O/R would allow for an extension for funding to allow for completion of the project.*

Staff Reporting: Larisa Sims, Assistant City Manager

Recommendation: Approve Order/Resolution

PROJECT UPDATES:

- Private Sanitary Sewer Lateral Repair – Larry Klein, City Manager

Next regularly scheduled Legislative Commission Meeting: 6:00 PM, Tuesday, February 9, 2016.

Next regularly scheduled Caucus Meeting: 6:00 PM, Tuesday, February 16, 2016.

PUBLIC COMMENTS

COMMISSIONERS' COMMENTS

CITY MANAGER'S COMMENTS

CITY SOLICITOR'S COMMENTS

MAYOR'S COMMENTS

ADJOURNMENT

DRAFT