



**CITY OF COVINGTON, KENTUCKY
LEGISLATIVE MEETING
BOARD OF COMMISSIONERS
TUESDAY, July 12, 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 June 14, June 21, June 27, and June 28, 2016 (or motion to dispense with reading and approve minutes).

PRESENTATIONS:

ITEMS FOR CONSIDERATION:

NEW BUSINESS – FIRST READING OF ORDINANCES

1. Consider Ordinance No. O-xx-16 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 POSITIONS IN THE DEPARTMENT OF DEVELOPMENT AND ESTABLISHING SALARIES FOR THOSE POSITIONS.**

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

OLD BUSINESS – SECOND READING OF ORDINANCES

2. Consider Ordinance No. O-xx-16 entitled: **AN ORDINANCE OF THE CITY OF COVINGTON, KENTUCKY AUTHORIZING THE ISSUANCE OF CITY OF COVINGTON, KENTUCKY GENERAL OBLIGATION REFUNDING BONDS, SERIES 2016 IN THE APPROXIMATE AGGREGATE PRINCIPAL AMOUNT OF \$9,395,000 (SUBJECT TO A PERMITTED ADJUSTMENT INCREASING OR DECREASING THE PRINCIPAL AMOUNT OF SERIES 2016 BONDS BY UP TO \$940,000) FOR THE PURPOSE OF (I) CURRENTLY REFUNDING AN OUTSTANDING LEASE AGREEMENT DATED AS OF OCTOBER 31, 2002, AS AMENDED AND SUPPLEMENTED (THE "2002 PRIOR ISSUE"), THE PROCEEDS OF WHICH WERE USED TO FINANCE AND REFINANCE THE COSTS OF THE ACQUISITION, CONSTRUCTION, INSTALLATION AND EQUIPPING OF MULTIPLE PUBLIC PROJECTS IN THE CITY, (II) CURRENTLY REFUNDING AN OUTSTANDING LEASE AGREEMENT DATED AS OF JUNE 13, 2009 BETWEEN THE CITY AND THE BANK OF KENTUCKY, INC. (THE "2009 PRIOR ISSUE"), THE PROCEEDS OF WHICH WERE USED TO PERMANENTLY FINANCE THE ACQUISITION OF REAL PROPERTY LOCATED AT FIFTH AND MAIN STREETS, AND (III) CURRENTLY REFUNDING THE OUTSTANDING CITY OF COVINGTON, KENTUCKY TAXABLE GENERAL OBLIGATION RECOVERY ZONE ECONOMIC DEVELOPMENT BONDS, SERIES 2010 (THE "2010 PRIOR ISSUE"), THE PROCEEDS OF WHICH WERE USED TO FINANCE RENOVATIONS AND IMPROVEMENTS TO THE RIVERCENTER PARKING GARAGE AND ADJACENT PUBLIC PLAZA; APPROVING THE FORM OF BONDS; AUTHORIZING DESIGNATED OFFICERS TO EXECUTE AND DELIVER THE BONDS; AUTHORIZING AND DIRECTING THE FILING OF NOTICE WITH THE STATE LOCAL DEBT OFFICER; PROVIDING FOR THE PAYMENT AND SECURITY OF THE BONDS; CREATING A BOND PAYMENT FUND; MAINTAINING THE HERETOFORE ESTABLISHED SINKING FUND; AUTHORIZING ACCEPTANCE OF THE BIDS OF THE BOND PURCHASERS FOR THE PURCHASE OF THE BONDS; AND REPEALING INCONSISTENT ORDINANCES.**

Staff Reporting: Lisa Desmarais, Director of Finance and Operations

Recommendation: Approve Ordinance

NEW BUSINESS – ORDER/RESOLUTIONS

3. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION OF LARISA SIMS, ASSISTANT CITY MANAGER FOR DEVELOPMENT, EFFECTIVE JULY 10, 2016.** *Larisa was hired as Assistant City Manager in November of 2009. She has managed and been involved in countless projects for the City including Hotel Covington,*

Duveneck Square Lincoln Grant Scholar House, Braxton Brewery, Riverfront Common, the list goes on. We will miss her and wish her luck!

Staff Reporting: Larry Klein, City Manager

Recommendation: Approve Order/Resolution

4. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION FOR RETIREMENT OF SERGEANT WILLIAM WEBSTER, EFFECTIVE JULY 31, 2016.** *Sgt. Webster is retiring after 26 years of service to the citizens of Covington.*

Staff Reporting: Bryan Carter, Police Chief

Recommendation: Approve Order/Resolution

5. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION FOR RETIREMENT OF DETECTIVE DAVID COOTS, EFFECTIVE JULY 31, 2016.** *Detective Coots is retiring after 22 years of services.*

Staff Reporting: Bryan Carter, Police Chief

Recommendation: Approve Order/Resolution

6. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE PROMOTION OF JON MANGUS FROM OFFICER GRADE V TO SERGEANT, EFFECTIVE AUGUST 1, 2016.** *Officer Mangus is the next officer on the promotional eligibility list. With the retirement of Sgt. Webster, Jon will fill this Sergeant position.*

Staff Reporting: Bryan Carter, Police Chief

Recommendation: Approve Order/Resolution

7. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE EMPLOYMENT OF MICHAEL KEENE, MATTHEW RAABE, JEFFREY OSBORNE, KEVIN IGO AND MATTHEW REGAN AS GRADE I PATROL OFFICERS IN THE COVINGTON POLICE DEPARTMENT, EFFECTIVE JULY 31, 2016.**

Staff Reporting: Bryan Carter, Police Chief

Recommendation: Approve Order/Resolution

8. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION FOR RETIREMENT OF ASSISTANT CHIEF GLENN J.R. JOHNSON FROM THE COVINGTON FIRE DEPARTMENT, EFFECTIVE JULY 31, 2016.** *Assistant Chief Johnson is retiring after 23 years of service to the City.*

Staff Reporting: Dan Mathew, Fire Chief

Recommendation: Approve Order/Resolution

9. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION FOR RETIREMENT OF CAPTAIN ROBERT “BOB” RIDER FROM THE COVINGTON FIRE DEPARTMENT, EFFECTIVE JULY 31, 2016.** *Captain Rider is retiring after 20 years of service to the City.*

Staff Reporting: Dan Mathew, Fire Chief

Recommendation: Approve Order/Resolution

10. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION FOR RETIREMENT OF ENGINEER STEPHEN “STICK” GREIS FROM THE COVINGTON FIRE DEPARTMENT, EFFECTIVE JULY 31, 2016.** *Engineer Greis is retiring after 21 years of service to the City.*

Staff Reporting: Dan Mathew, Fire Chief

Recommendation: Approve Order/Resolution

11. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION FOR RETIREMENT OF LIEUTENANT LARRY L.C. CAPPEL FROM THE COVINGTON FIRE DEPARTMENT, EFFECTIVE _____.** *Lieutenant Cappel is retiring after 31 years of service to the City.*

Staff Reporting: Dan Mathew, Fire Chief

Recommendation: Approve Order/Resolution

12. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE ORGANIZATIONAL CHART FOR THE DEPARTMENT OF DEVELOPMENT.**

Staff Reporting: Larry Klein, City Manager

Recommendation: Approve Order/Resolution

13. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING AN UPDATED ORGANIZATIONAL CHART FOR CITY OF COVINGTON.**

Staff Reporting: Larry Klein, City Manager

Recommendation: Approve Order/Resolution

14. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE ADDITION OF A “REFERENCED BASED PRICING HEALTH PLAN” AS AN OPTION TO THE CITY’S HEALTH PLAN FOR COVINGTON PROFESSIONAL FIREFIGHTERS LOCAL UNION NO. 38 MEMBERS.**

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

Recommendation: Approve Order/Resolution

15. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT, AND ALL OTHER NECESSARY DOCUMENTS, WITH TASER AXON INTERNATIONAL FOR THE PURCHASE OF TASER AXON BODY WORN CAMERA SYSTEM, IN AN AMOUNT OF \$122,100 FOR THE FIRST YEAR AND \$107,100 YEARLY FOR THE NEXT FOUR YEARS, PAYABLE FROM THE GENERAL FUND.** *The Taser Axon system is a comprehensive digital evidence gathering body-worn camera system. It comes with state of the art capabilities in video evidence, collection and storage, redaction capabilities, and product durability.*

Staff Reporting: Brian Steffen, Assistant Police Chief

Recommendation: Approve Order/Resolution

16. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AMENDING THE JOB DESCRIPTIONS FOR BUSINESS MANAGER, URBAN FORESTRY AND PARKS SUPERVISOR, BEAUTIFICATION SUPERVISOR, SOLID WASTE COORDINATOR, AND MUNICIPAL SPECIALIST IN THE DEPARTMENT OF PUBLIC IMPROVEMENTS.** *Some of the current job descriptions do not cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee.*

Staff Reporting: Rick Davis, Department of Public Improvements Director

Recommendation: Approve Order/Resolution

17. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE ADDITION OF 12 NEW VOUCHERS THROUGH THE VETERAN'S ASSISTED SUPPORTIVE HOUSING (VASH) PROGRAM IN THE CITY OF COVINGTON HOUSING CHOICE VOUCHER PROGRAM.** *The City currently administers 50 VASH vouchers and this program is a priority to both HUD and the VA so the Housing Choice Voucher program is happy to add more vouchers to assist our veterans.*

Staff Reporting: Kim Phillips, Program Coordinator

Recommendation: Approve Order/Resolution

18. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING A ONE-YEAR EXTENSION OF THE LEASE AGREEMENT BETWEEN THE CITY OF COVINGTON HOUSING CHOICE VOUCHER PROGRAM AND THE HOUSING AUTHORITY OF COVINGTON FOR OFFICES LOCATED AT 2300 MADISON AVENUE.** *The original lease was executed in 2013 and was for three years with an option for two one-year extensions. Both parties are agreeable to this extension.*

Staff Reporting: Kim Phillips, Program Coordinator

Recommendation: Approve Order/Resolution

19. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE KENTON COUNTY PLANNING COMMISSION FOR A MAP AMENDMENT TO THE COVINGTON ZONING CODE CHANGING THE ZONING OF 1025 AMSTERDAM ROAD FROM RU-2, URBAN RESIDENTIAL TO R-2 URBAN RESIDENTIAL (PUD).**

Staff Reporting: Larry Klein, City Manager

Recommendation: Approve Order/Resolution

20. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING A SMALL AREA STUDY TO BE COMPLETED BY PDS FOR THE CITIES OF COVINGTON AND PARK HILLS TO EVALUATE THE HIGHEST AND BEST USE OF THE GATEWAY HILLTOP CAMPUS SITE LOCATED AT 1025 AMSTERDAM ROAD.**

Staff Reporting: Larry Klein, City Manager

Recommendation: Approve Order/Resolution

21. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT AND ALL OTHER NECESSARY DOCUMENTS, WITH GREYDON LAND USE FOR A COMPREHENSIVE EVALUATION OF THE CITY ZONING ORDINANCE, IN AN AMOUNT NOT TO EXCEED \$10,000.00, PAYABLE FROM GENERAL FUND.** *Greydon Head Land Use will review our current Zoning Ordinance and will make recommendations for an updated Zoning Ordinance. The scope of services should be completed within three months of the project commencement.*

Staff Reporting: Geoff Milz, Economic Development Manager

Recommendation: Approve Order/Resolution

22. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT AND ALL OTHER NECESSARY DOCUMENTS, WITH BUXTON COMPANY, TO EXECUTE THE CITY'S SECONDARY BUSINESS ATTRACTION STRATEGY, IN AN AMOUNT NOT TO EXCEED \$50,000.00, PAYABLE FROM GENERAL FUND.** *Since their founding, Buxton has been a leading force in retail site and development. They are recognized for creating solutions that provide results.*

Staff Reporting: Geoff Milz, Economic Development Manager

Recommendation: Approve Order/Resolution

23. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A REVOCABLE LICENSE AGREEMENT WITH THE GRUFF ALLOWING THE INSTALLATION OF CONCRETE PILLARS AND POSTS ON CITY-OWNED PROPERTY TO SUPPORT AN AWNING TO BE ATTACHED TO THE GRUFF RESTAURANT.** *The Gruff wishes to install support beams which will support an awning over their outside dining area. The beams will be installed in City-owned property.*

Staff Reporting: Cassandra Tackett, Assistant City Solicitor

Recommendation: Approve Order/Resolution

24. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT AND ALL**

OTHER NECESSARY DOCUMENTS WITH ACCELA, INC. FOR ANNUAL SUBSCRIPTION SERVICES FOR CASE MANAGEMENT SOFTWARE FOR CODE ENFORCEMENT, PERMITTING, AND LICENSING, IN AN AMOUNT NOT TO EXCEED \$20,298.00, PAYABLE FROM GENERAL FUND. *This software will be an upgrade and will streamline operations for code enforcement, permitting, and licensing.*

Staff Reporting: Jessica Moss, GIS/Business Analyst

Recommendation: Approve Order/Resolution

25. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT AND ALL OTHER NECESSARY DOCUMENTS WITH AVOCETTE TECHNOLOGIES, INC. FOR IMPLEMENTATION SERVICES OF ACCELA LAND MANAGEMENT, IN AN AMOUNT NOT TO EXCEED \$92,400.00, PAYABLE FROM GENERAL FUND.** *This contract includes the conversion of our current date into Accela. Avocette will assist with reviewing our current procedures and modifying the default programming in Accela to match our needs.*

Staff Reporting: Jessica Moss, GIS/Business Analyst

Recommendation: Approve Order/Resolution

26. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH THE KENTUCKY TRANSPORTATION CABINET ACCEPTING \$3,913,910.00 IN FEDERAL CMAQ MONEY TO ASSIST IN FUNDING THE RIVERFRONT COMMONS PROJECT BETWEEN RIVERSIDE PLACE AND MADISON AVENUE.** *The City was awarded CMAQ money to help fund the portion of Riverfront Commons between Riverside Place and Madison. The work will include a roundabout at the foot of Riverside Place, walking trails, a public plaza, lighting, decorative fencing and landscaping.*

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

Recommendation: Approve Order/Resolution

27. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A 2016-2017 CERTIFIED LOCAL GOVERNMENT GRANT IN AN AMOUNT OF \$5,000.00 FOR A CONTRACT WITH K&V CULTURAL RESOURCES MANAGEMENT FOR COMPLETION OF A NATIONAL REGISTER OF HISTORIC PLACES**

NOMINATION FOR DEVOU PARK. *This grant will be used to prepare a nomination for Devou Park to be listed in the National Register of Historic Places. The matching grant will be provided with Devou Trust funds.*

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

Recommendation: Approve Order/Resolution

28. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE 2016-2017 CERTIFIED LOCAL GOVERNMENT GRANT IN AN AMOUNT OF \$3,000.00 TO BE USED FOR THE 2017 NKY RESTORATION WEEKEND.** *This grant will be used to coordinate and present the sixth annual NKY Restoration weekend. The required match will be provided through staff time.*

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

Recommendation: Approve Order/Resolution

29. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT AND ALL OTHER NECESSARY DOCUMENTS WITH CARGILL DEICING FOR THE PURCHASE OF UP TO 4,000 TONS OF SALT AT A COST OF \$61.15 PER TON DELIVERED, PAYABLE FROM THE GENERAL FUND.** *Kenton County advertised for reverse auction bids for the purchase of salt and the City is able to purchase the salt at the bid price through its cooperative purchasing agreement with the County. This cost per ton is a 24.905% decrease from last year's cost.*

Staff Reporting: Rick Davis, Department of Public Improvements Director

Recommendation: Approve Order/Resolution

30. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT AND ALL OTHER NECESSARY DOCUMENTS WITH PAYCOR FOR PROFESSIONAL SERVICES ASSOCIATED WITH THE BUILDING AND IMPLEMENTATION OF CUSTOM REPORTING.** *This custom reporting originates from the City's recent and ongoing issues with pension spiking. A custom reporting module has been developed to keep the city informed as to any potential future spiking claims.*

Staff Reporting: Allison Hudson, Compliance Officer

Recommendation: Approve Order/Resolution

31. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT AND ALL OTHER NECESSARY DOCUMENTS WITH ROEDING INSURANCE FOR BROKERAGE SERVICES ASSOCIATED WITH PROPERTY & CASUALTY AND WORKERS' COMPENSATION INSURANCE POLICIES.** *The City received five proposals for these insurance needs. Roeding Insurance is the best fit for the City's needs and the City will be saving approximately \$16,000 annually in associated brokerage fees.*

Staff Reporting: Allison Hudson, Compliance Officer

Recommendation: Approve Order/Resolution

32. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT ADDENDUM WITH CINCINNATI BELL TELEPHONE COMPANY, INC. FOR LOCAL DIAL TONE, DATA SERVICES, AND LONG DISTANCE AT MULTIPLE CITY FACILITIES, IN AN AMOUNT NOT TO EXCEED \$11,869.58 PER MONTH FOR A 36 MONTH PERIOD, PAYABLE FROM GENERAL FUND.**

Staff Reporting: Lisa Desmarais, Director of Finance and Operations

Recommendation: Approve Order/Resolution

33. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE PUBLICATION OF A REQUEST FOR PROPOSALS FOR PROFESSIONAL AUDITING SERVICES.** *The current 3 year contract with Clarke, Schaefer, Hackett has expired and the City wishes to put this service out to bid.*

Staff Reporting: Lisa Desmarais, Director of Finance and Operations

Recommendation: Approve Order/Resolution

34. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT ADDENDUM WITH COMDOC ADJUSTING THE MONTHLY COSTS FOR COPY, PRINT, FAX, SCAN AND EMAIL SERVICES.** *This addendum to our current contract with ComDoc is necessary to lower the color allocations in our contract. Over a three year period these lower costs will be a total value of \$10,620.00.*

Staff Reporting: Lisa Desmarais, Director of Finance and Operations

Recommendation: Approve Order/Resolution

35. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING A RENEWAL CONTRACT WITH THE KENTON COUNTY PROPERTY VALUATION ADMINISTRATOR FOR REGULAR DATA UPDATES, IN AN ANNUAL AMOUNT OF \$1,342.16, PAYABLE FROM THE GENERAL FUND.**

Staff Reporting: Jessica Moss, GIS/Business Analyst

Recommendation: Approve Order/Resolution

36. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE APPOINTMENT OF FRANK WARNOCK TO THE NORTHERN KENTUCKY CONVENTION CENTER BOARD FOR A FOUR-YEAR TERM, EFFECTIVE JULY 15, 2016, AND EXPIRING JULY 14, 2020.**

Staff Reporting: Larry Klein, City Manager

Recommendation: Approve Order/Resolution

37. Fleet purchase

Project Update: Fiscal Year Economic Development Summary – Geoff Milz, Economic Development Manager

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

Next regularly scheduled Caucus Meeting: 6:00 PM, Tuesday, July 26, 2016.

PUBLIC COMMENTS

COMMISSIONERS' COMMENTS

CITY MANAGER'S COMMENTS

CITY SOLICITOR'S COMMENTS

MAYOR'S COMMENTS

ADJOURNMENT