



**CITY OF COVINGTON, KENTUCKY  
LEGISLATIVE MEETING  
BOARD OF COMMISSIONERS  
TUESDAY, APRIL 5, 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 March 22, 2016 (or motion to dispense with reading and approve minutes).

**PRESENTATIONS:**

- Great American Cleanup – Sheila Fields, Solid Waste Coordinator, and Shannon Ratterman, Center for Great Neighborhoods

**ITEMS FOR CONSIDERATION:**

**OLD BUSINESS – SECOND READING OF ORDINANCES**

1. Consider Ordinance No. O-x-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, TO CREATE THE POSITIONS OF DIRECTOR OF FINANCE AND OPERATIONS AND ACCOUNTS PAYABLE MANAGER AND ESTABLISHING SALARIES FOR THOSE POSITIONS.** *The Director of Finance and Operations will serve as the Chief Financial Officer and Chief Operations Officer of the City under the direction of the City Manager. The Accounts Payable Manager will oversee and*

*maintain the records for the Accounts Payable function of the City, under the direction of the Director of Finance and Operations.*

**Staff Reporting:** Larry Klein

**Recommendation:** Approve Order/Resolution. Approval creates the new positions of Director of Finance and Operations and Accounts Payable Manager that more accurately reflect the job duties being performed by Lisa Desmarais and Kristy Conner in those respective positions. There are no changes in current salaries for either position.

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

2. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AMENDING O/R-57-16 TO CHANGE THE EFFECTIVE DATE OF EMPLOYMENT FOR ETHAN C. LIVINGOOD AND JAMES A. ENDICOTT TO APRIL 24, 2016.** *Two spots for the May Police Academy have recently become available and Mr. Livingood and Mr. Endicott will be attending the Academy in May.*

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

**Recommendation:** Approve Order/Resolution. Approval allows our two most recent Police Department recruits to begin the state's police academy sooner than their previous appointments.

3. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION OF CASSIE SIZEMORE AS PART-TIME FIRE/RENTAL INSPECTOR, EFFECTIVE MARCH 23, 2016.** *Ms. Sizemore was one of the first Fire/Rental Inspectors hired and unfortunately she has accepted a full-time position with a Cincinnati firm.*

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

**Recommendation:** Approve Order/Resolution. Approval accepts the resignation of Cassie Sizemore. Best wishes are extended for her future endeavors, and appreciation is expressed for her good work for the citizens of Covington.

4. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE APPOINTMENT OF AUGUSTINE BEAR TO THE POSITION OF PART-TIME FIRE/RENTAL INSPECTOR, EFFECTIVE APRIL 6, 2016.** *Mr. Bear has been working as a Part-time Exterior Code Inspector since October and he has expressed interest in the open position of Fire/Rental Inspector. Staff feels that he would be a great fit for this position.*

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

**Recommendation:** Approve Order/Resolution. Approval appoints Augustine Bear to the position of Part-Time Fire/Rental Inspector that was vacated with the resignation of Cassie Sizemore.

5. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE JOB DESCRIPTION FOR THE POSITION OF DIRECTOR OF FINANCE AND OPERATIONS IN THE ADMINISTRATION DEPARTMENT.**

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

**Recommendation:** Approve Order/Resolution. Approval establishes the job description for Director of Finance and Operations, reflecting the job duties currently being performed by Lisa Desmarais as Operations Director and Interim Finance Director.

6. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE JOB DESCRIPTION FOR THE POSITION OF ACCOUNTS PAYABLE MANAGER IN THE FINANCE DEPARTMENT.**

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

**Recommendation:** Approve Order/Resolution. Approval establishes the job description for Accounts Payable Manager, reflecting the job duties currently being performed by Kristy Conner in the Finance Department.

7. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPOINTING LISA DESMARAIS TO THE POSITION OF DIRECTOR OF FINANCE AND OPERATIONS IN THE ADMINISTRATION DEPARTMENT.**

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

**Recommendation:** Approve Order/Resolution. Approval appoints Lisa Desmarais as the Director of Finance and Operations. There is no change in current salary with this appointment.

8. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPOINTING KRISTY CONNER TO THE POSITION OF ACCOUNTS PAYABLE MANAGER IN THE FINANCE DEPARTMENT.**

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

**Recommendation:** Approve Order/Resolution. Approval appoints Kristy Conner as the Accounts Payable Manager. There is no change in current salary with this appointment.

9. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE JOB DESCRIPTION FOR THE POSITION OF COMPUTER FORENSIC ANALYST IN THE POLICE DEPARTMENT.** *This newly created position is assigned to the Police Department and will be responsible for collecting, receiving, and analyzing electronic devices in the custody of the department. The position requires advanced digital technology skills and technical record keeping.*

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

**Recommendation:** Approve Order/Resolution. Approval establishes the job description for Computer Forensic Analyst in the Police Department, a new position that will assist the Covington Police Department achieve its goals and objectives.

10. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A DEVELOPMENT AGREEMENT WITH THE POINTE BENTON HOMEOWNERS ASSOCIATION, INC. AND R & R RESALE LEASING, LLC, and TO APPROVE FUTURE DEVELOPMENT OF THE POINTE BENTON NEIGHBORHOOD.** *R&R Retail Leasing has agreed to the terms and conditions of a proposed development agreement for the Pointe Benton neighborhood and has agreed to undertake the construction of a major retaining wall, develop single family homes and rental town homes on Pointe Benton Lane.*

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

**Recommendation:** Approve Order/Resolution. Approval allows the City to proceed with a multi-party settlement agreement that will result in new residential development on Pointe Benton Lane, and additional storm water improvements that will benefit the Peaselburg neighborhood.

11. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A NON-EXCLUSIVE REVOCABLE LICENSE AGREEMENT WITH ART OPPORTUNITIES, INC. DBA ARTWORKS CINCINNATI, GRANTING THE RIGHT TO INSTALL AND MAINTAIN THREE (3) ARTIST-DESIGNED BIKE RACKS ON CITY-OWNED RIGHT-OF-WAY LOCATED AT THE CORNER OF SEVENTH AND WASHINGTON STREETS.**

*ArtWorks manages and operates a program that provides for the installation of artist-designed bike racks through greater Cincinnati and Northern Kentucky. In partnership with UpTech, they have worked with a local artist to design three bike racks that will be placed near the Red Bike stations at 7<sup>th</sup> and Washington.*

**Staff Reporting:** Donald Warner, Assistant City Solicitor

**Recommendation:** Approve Order/Resolution. Approval allows the City to execute a non-exclusive revocable license agreement with Artworks Cincinnati, for three artist-designed bike racks on City right of way at Washington and 7<sup>th</sup> Streets.

12. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A PRELIMINARY ENGINEERING AGREEMENT WITH CSX TRANSPORTATION, INC. FOR REVIEW AND APPROVAL OF THE WEST WALK PHASE OF RIVERFRONT COMMONS LOCATED ON CSX PROPERTY, AT A COST OF \$10,560.00, PAYABLE FROM MUNICIPAL ROAD AID FUNDS.** *A small portion of the “West Walk” phase of Riverfront Commons will go under the Clay Wade Bailey Bridge and will be on CSX property. CSX requires preliminary engineering any time their property is impacted by an infrastructure project.*

**Staff Reporting:** Rick Davis, Department of Public Improvements Director/ Assistant City Engineer

**Recommendation:** Approve Order/Resolution. Approval allows the City to enter into an engineering agreement with CSX railroad for review and approval of that portion of the West Walk Phase of Riverfront Commons located on CSX property.

13. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A CONTRACT AND ALL OTHER NECESSARY DOCUMENTS WITH GWC FOR MAINTENANCE OF CSX-OWNED PROPERTY WITHIN THE CITY IN AN AMOUNT NOT TO EXCEED \$19,175.00, PAYABLE FROM GENERAL FUND TO BE REIMBURSED BY CSX.** *Several years ago, the City reached an agreement with CSX in which they would reimburse the City for costs associated with maintaining their properties. This contract will be for one year with an option to renew.*

**Staff Reporting:** Rick Davis, Department of Public Improvements Director/ Assistant City Engineer

**Recommendation:** Approve Order/Resolution. Approval allows the City to contract with GWC for maintenance of CSX railroad rights of way in the City, with reimbursement by CSX to the City.

14. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A CONTRACT AND ALL OTHER NECESSARY DOCUMENTS WITH PRECISION CONCRETE CUTTING OF KY, LLC FOR THE REMOVAL OF TRIP HAZARDS ON SIDEWALKS IN THE NORTHERN PART OF THE CITY, IN AN AMOUNT NOT TO EXCEED \$140,615.00, PAYABLE FROM CAPITAL BOND FUND.** *This is one of the initial projects included in the north Covington sidewalk strategy. The work will cover all of the trip hazards that are ¾ inch or greater and can be abated by grinding.*

**Staff Reporting:** Rick Davis, Department of Public Improvements Director/Assistant City Engineer

**Recommendation:** Approve Order/Resolution. Approval allows the City to proceed with next phase of its citywide sidewalk improvement initiative in North Covington, South Covington and Latonia having been completed, with a contract to remove sidewalk trip hazards that are ¾ inch or greater.

15. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A CONTRACT AND ALL OTHER NECESSARY DOCUMENTS WITH CENTURY CONSTRUCTION FOR RENOVATION OF THE EXTERIOR RESTROOMS AT RANDOLPH PARK, AND REJECTING ALL OTHER BIDS, IN AN AMOUNT NOT TO EXCEED \$64,845.00, PAYABLE FROM CAPITAL FUND.** *The restrooms at Randolph Park have been closed for at least five years. The work will include: reconstruction of all the plumbing, new bathroom fixtures, new ventilation, handicap rails, new lights, new doors, floor restoration, and paint.*

**Staff Reporting:** Rick Davis, Department of Public Improvements Director/Assistant City Engineer

**Recommendation:** Approve Order/Resolution. Approval allows the City to proceed with additional improvements at Randolph Park.

16. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A CONTRACT AND ALL OTHER NECESSARY DOCUMENTS WITH BLUEGRASS PAVING, INC. FOR THE ANNUAL RESURFACING CONTRACT, AND REJECTING ALL OTHER BIDS, IN AN AMOUNT NOT TO EXCEED \$523,703.00, PAYABLE FROM CDBG FUND AND MUNICIPAL ROAD AID.** *The City has been divided into three geographical*

*areas and resurfacing occurs in one of the three areas on a three-year rotating basis. This year we are focusing on Area 3 which includes Latonia and the eastern half of South Covington.*

**Staff Reporting:** Rick Davis, Department of Public Improvements Director/  
Assistant City Engineer

**Recommendation:** Approve Order/Resolution. Approval allows the City to execute a contract with Bluegrass Paving, Inc. for the City's annual resurfacing contract, in an amount not to exceed \$523,703.00 utilizing state municipal road aid funds and federal CDBG funds, for approximately 57 streets in the City.

17. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE PUBLICATION OF A REQUEST FOR PROPOSALS FOR KITCHEN EQUIPMENT FOR THE DEVOU PARK CLUBHOUSE.**

**Staff Reporting:** Rick Davis, Department of Public Improvements Director/  
Assistant City Engineer

**Recommendation:** Approve Order/Resolution. Approval allows the issuance of a Request for Proposals for Kitchen Equipment for the Devou Park Clubhouse.

18. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AFFIRMING A RIVERCENTER STREET LEVEL PLAZA MASTER LICENSE AGREEMENT WITH RIVERCENTER ENTERTAINMENT VENUES, LLC RELATED TO THE LICENSING OF CITY OF COVINGTON SPACE ON THE PLAZA IN FRONT OF THE RIVERCENTER TOWERS.**

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

**Recommendation:** Approve Order/Resolution. Approval affirms the Rivercenter Street Level Plaza Master License Agreement with Rivercenter Entertainment Venues, LLC, that was authorized by Order/Resolution of the Board of Commissioners on March 22, 2015.

19. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AMENDING ORDER/RESOLUTION NO. O/R-71-16 TO REFLECT THE TERMS OF THE RESOLUTION APPROVED BY THE KENTON COUNTY FISCAL COURT RELATING TO THE OPERATION OF A SUBSTANCE ABUSE TREATMENT AND DISEASE PREVENTION PROGRAM ADMINISTERED BY THE NORTHERN KENTUCKY INDEPENDENT HEALTH DEPARTMENT.** *This Order/Resolution amends the one approved by the City Commission on March 22, 2015. This Order/Resolutions amends Section 3 of O/R-71-16, paragraph (c) by deleting "...must agree to be tested..." and*

*inserting "...must be offered testing...", as it relates to testing for Hepatitis C, Hepatitis B, HIV and pregnancy.*

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

**Recommendation:** Approve Order/Resolution. Approval amends O/R-71-16 as it relates to testing for *Hepatitis C, Hepatitis B, HIV and pregnancy, changing it from required to voluntary.*

**PROJECT UPDATE:** Economic Development Metrics Dashboard – Geoff Milz, Economic Development Manager and Todd Sink, Manager of Data and Analytics

**Next regularly scheduled Legislative Commission Meeting: 6:00 PM, Tuesday, April 19, 2016.**

**Next regularly scheduled Caucus Meeting: 6:00 PM, Tuesday, April 12, 2016.**

**PUBLIC COMMENTS**

**COMMISSIONERS' COMMENTS**

**CITY MANAGER'S COMMENTS**

**CITY SOLICITOR'S COMMENTS**

**MAYOR'S COMMENTS**

**ADJOURNMENT**