



**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:

OLD BUSINESS – SECOND READING OF ORDINANCES

1. 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

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, 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

3. 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.** *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

4. 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 MONTH PROBATIONARY PERIOD, EFFECTIVE NOVEMBER 15, 2015.**

Staff Reporting: Bryan Carter, Police Chief

Recommendation: Approve Order/Resolution

5. 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.**

Staff Reporting: Bryan Carter, Police Chief

Recommendation: Approve Order/Resolution

6. 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 _____.**

Staff Reporting: Dan Mathew, Fire Chief

Recommendation: Approve Order/Resolution

7. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION AMENDING ATTACHMENT A OF AN 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.

Staff Reporting: Dan Mathew, Fire Chief

Recommendation: Approve Order/Resolution

8. Resignation: Greg Crump
9. Resignation: Natalie Gardner
10. Resignation: Andy Juengling

11. 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.**

Staff Reporting: Natalie Gardner, Programs and Strategic Projects Manager

Recommendation: Approve Order/Resolution

12. 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.**

Staff Reporting: Natalie Gardner, Programs and Strategic Projects Manager

Recommendation: Approve Order/Resolution

13. 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 HARGROVE PARK FOR A REDUCED ANNUAL LEASE AMOUNT OF \$450.00.**

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

Recommendation: Approve Order/Resolution

14. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING THE PUBLICATION OF A REQUEST FOR QUALIFICATIONS FOR DESIGN WORK FOR WIDENING THE SIDEWALK ALONG THE SOUTH SIDE OF RIVERCENTER BLVD. AND JOHNSON STREET AND RECONSTRUCTION OF THE ROADWAY BETWEEN MADISON AND THIRD STREET.**

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

15. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING THE PUBLICATION OF A REQUEST FOR QUALIFICATIONS FOR DESIGN WORK FOR THE RECONSTRUCTION OF LATONIA AVENUE FROM SOUTHERN AVENUE TO THE END OF THE CONCRETE SECTION EAST OF WEST 36TH STREET.**

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

16. 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., IN AN AMOUNT NOT TO EXCEED \$103,212.00 FOR THE REHABILITATION OF A SINGLE FAMILY HOME LOCATED AT 1115 ISABELLA STREET, NEWPORT, KENTUCKY, PAYABLE FROM PROGRAM YEAR 2015-2016 NORTHERN KENTUCKY HOME CONSORTIUM FUNDS.**

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 ACCEPTING THE BID OF _____ FOR THE REPAVING/RESEALING OF PORTIONS OF THE WALKING TRAILS AND THE GOLF CART PATHS IN DEVOU PARK, AND REJECTING ALL OTHER BIDS, IN AN AMOUNT OF _____, AND AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A CONTRACT WITH _____.**

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 APPROVING THE PUBLICATION OF A REQUEST FOR PROPOSALS FOR A QUALIFIED CONTRACTORS FOR NECESSARY REPAIR WORK FOR GOEBEL POOL, RANDOLPH POOL, AND THE WATERPARK AT THE BILL CAPPEL COMPLEX.**

Staff Reporting: Natalie Gardner, Programs and Strategic Projects Manager
Recommendation: Approve Order/Resolution

19. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING THE ADOPTION OF A FEE SCHEDULE FOR ADMISSION TO CITY AQUATIC FACILITIES.**

Staff Reporting: Natalie Gardner, Programs and Strategic Projects Manager

Recommendation: Approve Order/Resolution

PROJECT UPDATES:

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