

**CITY OF COVINGTON, KENTUCKY
LEGISLATIVE MEETING
BOARD OF COMMISSIONERS
TUESDAY, MARCH 18, 2014, 6:00 PM**

**20 WEST PIKE STREET
COVINGTON, KY**

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 4, 2014, minutes (or motion to dispense with reading and approve minutes).

PRESENTATION(S):

- Workplace Fraud Hotline – Jo Ann Simpson, Human Resources Director, and Greg Crump, Internal Auditor

ITEMS FOR CONSIDERATION:

NEW BUSINESS – ORDER/RESOLUTIONS

1. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION FOR RETIREMENT OF DONALD GRIESS, SR. FROM THE DEPARTMENT OF PUBLIC IMPROVEMENTS, EFFECTIVE MARCH 31, 2014.** *Don has been employed by the City since 1999, working in the Department of Public Improvements. Don has served in different capacities with the City including driver, animal control officer, and administration support.*

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

Recommendation: Approve Order/Resolution. Approval accepts Mr. Griess's resignation for retirement purposes. He has served the City well and best wishes are extended for his future endeavors.

2. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION FOR RETIREMENT OF PAUL BODDE, STAFF ACCOUNTANT IN THE FINANCE DEPARTMENT, EFFECTIVE MAY 1, 2014, SUBJECT TO TERMS AND CONDITIONS OF AN AGREEMENT.** *Mr. Bodde has served the City since 1983 in the Finance Department and has submitted his resignation for retirement purposes.*

Staff Reporting: Lisa Goetz, Finance Director

Recommendation: Approve Order/Resolution. Approval accepts Mr. Bodde's resignation for retirement purposes. He has served the City well and best wishes are extended for his future endeavors.

3. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION APPROVING AN UPDATED JOB DESCRIPTION FOR THE POSITION OF STAFF ACCOUNTANT IN THE FINANCE DEPARTMENT.** *The job description for "Staff Accountant" has not been updated for more than 10 years. With Mr. Bodde's resignation for retirement purposes, it is an appropriate time to review and revise the job description to represent more accurate and necessary job duties in order to implement changes recommended by the State Auditor's report as it relates to segregation of duties and internal controls.*

Staff Reporting: Lisa Goetz, Finance Director

Recommendation: Approve Order/Resolution. Approval amends the job description for "Staff Accountant" and allows the City to move forward and advertise for a replacement for Mr. Bodde and implement changes in job duties in the Finance Department for this position.

4. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION ACCEPTING THE JOINT RECOMMENDATIONS OF DEVOU PROPERTIES, INC. AND THE DEVOU PARK ADVISORY COMMITTEE FOR THE 2013 RESERVE ACCOUNT FROM THE EARNINGS OF THE DREES PAVILION AT DEVOU MEMORIAL OVERLOOK FOR USE IN DEVOU PARK.** *Each year the Devou Properties Board and the Devou Park Advisory Committee discuss and prioritize projects within Devou Park to be selected and recommended to the City Commission for funding from the Reserve Account from profits from the Drees Pavilion.*

Staff Reporting: Natalie Gardner, Programs and Strategic Projects Manager

Recommendation: Approve Order/Resolution. Approval allows the recommendations for improvements in Devou Park by the Devou Properties Inc Board and the Devou Park Advisory Committee to move forward and said improvements implemented.

5. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION APPROVING PROPOSED CONCEPT PLAN F FOR THE DEVOU PARK GOLF COURSE CLUBHOUSE REPLACEMENT BUILDING.** *After many meetings including input from key stakeholders, a concept design has been developed that provides a solution to concerns and the impacting site constraints. This order/resolution does not commit the Commission to construction of the facility itself but merely moves the project forward with the already approved design contract with Hub and Weber Architects to create the necessary detailed design to determine probable cost estimate and construction documents.*

Staff Reporting: Natalie Gardner, Programs and Strategic Projects Manager

Recommendation: Approve Order/Resolution. Approval allows the detailed design process for the replacement clubhouse to proceed and a probable cost estimate to be determined at which time the City Commission may approve a construction bid to be issued.

6. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A CONTRACT WITH HOUSING OPPORTUNITIES OF NORTHERN KENTUCKY, INC. FOR THE REHABILITATION OF A SINGLE-FAMILY HOME LOCATED AT 1316 FIFTH AVENUE, DAYTON, KENTUCKY, IN AN AMOUNT NOT TO EXCEED \$75,806.00, PAYABLE FROM PROGRAM YEAR 2013 NORTHERN KENTUCKY HOME CONSORTIUM FUNDS.** *Housing Opportunities of Northern Kentucky, Inc. (HONK) is a qualified Community Housing Development Organization (CHDO) for the HOME program. They presented a project to City staff and to the Northern Kentucky HOME Consortium Board requesting fund to rehab a single family home in Dayton, Kentucky. The HOME Consortium Board approved the project at its February 27 meeting. As the lead entity for the Consortium, the Covington City Commission is required to approve the project in order to enter into a contract with HONK.*

Staff Reporting: Natalie Gardner, Programs and Strategic Projects Manager

Recommendation: Approve Order/Resolution. Approval allows HONK to proceed with the rehabilitation of a single family home in Dayton, Kentucky.

7. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION DECLARING CERTAIN REAL PROPERTY LOCATED AT 1225 CLARK STREET AS SURPLUS AND AUTHORIZING ITS SALE BY SEALED BIDS PURSUANT TO KRS §§ 82.083 AND 45A.425.** *The City had purchased the property utilizing CDBG funds. It is an empty lot and individuals from the abutting properties are interested in its purchase. Once declared surplus, staff will advertise for bids.*

Staff Reporting: Natalie Gardner, Programs and Strategic Projects Manager

Recommendation: Approve Order/Resolution. Approval allows the City to dispose of a vacant lot it owns and maintains and provides an opportunity for higher use by abutting property owners as well as placing the property back on the tax rolls.

8. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION APPROVING THE MODIFICATION OF ANY AGREEMENTS AND LOAN DOCUMENTS BETWEEN THE CITY AND WELCOME HOUSE TO ACKNOWLEDGE WELCOME HOUSE'S NEW LIMITED LIABILITY COMPANY.** *HOME funds were provided to Welcome House of Northern Kentucky, Inc. for the redevelopment of 1132 Greenup Street. Welcome House has requested that the property be transferred to a single member LLC known as Welcome House Properties – King's Crossing LLC with Welcome House being the sole member of the LLC. The purpose is to allow Welcome House to protect its various parcels of real estate, endowments and investment accounts by moving each parcel of real estate into its own single purpose LLC.*

Staff Reporting: Natalie Gardner, Programs and Strategic Projects Manager

Recommendation: Approve Order/Resolution. Approval allows this housekeeping item to be addressed to accommodate a change in the corporate structure of the property owner.

9. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION ACCEPTING THE PROPOSAL OF POWERDMS FOR COMMISSION ON ACCREDITATION FOR LAW ENFORCEMENT AGENCIES (CALEA) ACCREDITATION SOFTWARE, AT A COST OF \$11,915.00 FOR THE INITIAL YEAR AND \$6,415.00 ANNUALLY THEREAFTER, PAYABLE FROM ASSET FORFEITURE FUNDS.** *This software will allow the department to create a digital policy manual, implement and track policy changes, allowing training of employees on those changes. It will also allow the department to conduct in-house training and testing on any topic through a digital training module. PowerDMS is the sole source provider of the CALEA Accreditation software.*

Staff Reporting: Spike Jones, Police Chief

Recommendation: Approve Order/Resolution. Approval allows the Police Department to continue to pursue a department goal of national law enforcement accreditation status.

10. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO ENTER INTO AN AGREEMENT WITH SAND RUN NURSERY & PRESERVE, LLC ALLOWING THE CITY TO PLANT, MAINTAIN AND HARVEST SAPLINGS AT THE NURSERY LOCATED AT 9063 RIVER ROAD, HEBRON, KENTUCKY WHICH WILL BE PLANTED THROUGHOUT THE CITY OF COVINGTON.** *Sand Run Nursery has agreed to allow the City to start and maintain a tree and plant nursery located at their nursery farm in Hebron utilizing the nursery's equipment and other resources. The City's nursery will be used for the planting, maintaining and harvesting of saplings and plant growth. Once mature, these trees and plants will be planted throughout the City to enhance the quality of life and promote urban forestry at a much less reduced cost than if purchased otherwise.*

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

Recommendation: Approve Order/Resolution. Approval allows the City to take advantage of Mr. Hemmer's generous donation of land and equipment to grow trees of the appropriate species purchased at less cost as saplings into more mature trees to be replanted in the City in future years, rather than purchasing the more mature trees at a higher cost in the future.

11. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION APPROVING A CHANGE ORDER IN THE AMOUNT OF \$17,805.00 TO HENDY, INC. FOR WORK ASSOCIATED WITH THE MADISON AVENUE STREETScape IMPROVEMENTS, PAYABLE FROM CAPITAL PROJECT FUNDS.** *This change order will amend O/R-275-13. This is necessary to cover expenses from unexpected additional work that was necessary in order to get the utilities relocated underground.*

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

Recommendation: Approve Order/Resolution. Approval allows for the continuation of the downtown streetscape plan on Madison Avenue and burying of overhead utility lines.

12. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION ACCEPTING THE BID OF BLUEGRASS PAVING, INC. FOR STREET RESURFACING WITHIN THE GEOGRAPHIC AREA 1 OF THE CITY AS THE BEST RESPONSIBLE BID AND REJECTING ALL OTHER BIDS, AND AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A CONTRACT WITH BLUEGRASS PAVING, INC. IN THE AMOUNT OF**

\$564,436.65, PAYABLE FROM CDBG AND GAS TAX ALLOCATIONS FROM THE GENERAL FUND.

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

Recommendation: Approve Order/Resolution. Approval allows the City to proceed with its annual resurfacing program for more than 60 streets or street sections utilizing federal CDBG funds and state gas tax funds. A total of 6 bids were received ranging from a high of \$650,805.33 to the low bid of \$564,436.65.

- 13. Consider Order/Resolution No. O/R-xx-14 entitled: AN ORDER/RESOLUTION ACCEPTING THE BID OF HENDY, INC. FOR THE INSTALLATION OF ADA RAMPS ALONG THE RESURFACED STREETS WITHIN THE GEOGRAPHIC AREA 1 OF THE CITY AS THE BEST RESPONSIBLE BID AND REJECTING ALL OTHER BIDS, AND AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A CONTRACT WITH HENDY, INC. IN THE AMOUNT OF \$41,300.00, PAYABLE FROM CDBG AND GAS TAX ALLOCATIONS FROM THE GENERAL FUND.**

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

Recommendation: Approve Order/Resolution. Approval allows the City to proceed with installation of ADA accessible concrete sidewalk ramps at more than 20 intersections in the City, making it safer and more convenient for all pedestrians, in association with the annual street resurfacing project. A total of 5 bids were received ranging from a high of \$119,900 to the low bid of \$41,300.

- 14. Consider Order/Resolution No. O/R-xx-14 entitled: AN ORDER/RESOLUTION ADOPTING THE WORKPLACE FRAUD HOTLINE POLICIES AND PROCEDURES.** *The Workplace Fraud Hotline is a recommendation of the Mayor's Task Force to Restore Public Confidence, allowing the opportunity for City employees, elected and appointed officials, and contractors and suppliers, to anonymously report fraud in the City's workplace. The ability for employees to anonymously report fraud in the workplace was also recommended by the FBI Special Agent in Charge in Northern Kentucky, at a Good Government Summit hosted by State Auditor Adam Edelen in 2013.*

Staff Reporting: Jo Ann Simpson, Human Resource Director and Greg Crump, Internal Auditor

Recommendation: Approve Order/Resolution. Approval allows for the Task Force's recommendation to be implemented and City employees, elected and appointed officials, and contractors and suppliers to have the opportunity to anonymously report fraud in the City's workplace.

15. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION SUPPORTING THE 2014 RECREATION TRAIL PROGRAM GRANT APPLICATION TO THE DEPARTMENT OF LOCAL GOVERNMENT, IN AN AMOUNT OF \$100,000.00, FOR PHASE 2 OF THE LICKING RIVER GREENWAY PAVED LEVEE TRAILS, EXTENDING FROM CLAYTON MEYER PARK AT THOMAS STREET TO AUSTINBURG PARK AT EAST 15TH STREET.**

Staff Reporting: Natalie Gardner, Programs and Strategic Projects Manager

Recommendation: Approve Order/Resolution. Approval allows for the City to apply for a state grant of \$100,000 to continue the construction of the paved levee trails on the Licking River Greenway, connecting two City parks. The City was successful 4 years ago with an application at the time that funded Phase I, along with a \$100,000 grant from the Humana Foundation, along with thousands of hours of citizen and City business volunteers.

PUBLIC COMMENTS

COMMISSIONERS' COMMENTS

CITY MANAGER'S COMMENTS

CITY SOLICITOR'S COMMENTS

MAYOR'S COMMENTS

ADJOURNMENT