



**CITY OF COVINGTON, KENTUCKY
LEGISLATIVE MEETING
BOARD OF COMMISSIONERS
TUESDAY, August 9, 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 July 12 and July 15, 2016 (or motion to dispense with reading and approve minutes).

PRESENTATIONS: Alvin Garrison, Superintendent, Covington Independent Public School, Tom Haggard and Stacie Strotman, Covington Partners, Covington Independent Public Schools, – **Covington Summer Scholars Program**

ITEMS FOR CONSIDERATION:

NEW BUSINESS – FIRST READING OF ORDINANCES

1. Consider Ordinance No. O-xx-16 entitled: **AN ORDINANCE AMENDING O-18-16 CORRECTING THE JOB TITLE OF A NEWLY CREATED POSITION IN THE DEVELOPMENT DEPARTMENT.** *The newly created position for Mike Yeager is being corrected to read “Development Director/City Engineer”.*

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

2. 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.** *Two current positions are being re-titled/created, Parks and Recreation Manager and Administrative Assistant Parks, Recreation and Facilities and one position new position is being created, Recreation Program Coordinator.*

Staff Reporting: Mike Yeager, Development Director/City Engineer
First Reading, No Vote

NEW BUSINESS – ORDER/RESOLUTIONS

3. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE EMPLOYMENT OF CAROLANN ADELE BAUGHMAN AS EXECUTIVE ASSISTANT TO THE CITY MANAGER, EFFECTIVE AUGUST 10, 2016.**

Staff Reporting: Larry Klein, City Manager
Recommendation: Approve Order/Resolution

4. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE EMPLOYMENT OF RONALD TRENKAMP AS COMPUTER FORENSIC ANALYST IN THE COVINGTON POLICE DEPARTMENT, EFFECTIVE AUGUST 15, 2016.** *As a retired officer, Mr. Trenkamp brings with him a wealth of professional and institutional knowledge needed for this newly created position.*

Staff Reporting: Bryan Carter, Police Chief
Recommendation: Approve Order/Resolution

5. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE EMPLOYMENT OF TYLER TIPTON AS PATROL OFFICER, GRADE I IN THE COVINGTON POLICE DEPARTMENT, EFFECTIVE JULY 31, 2016.**

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 CAPTAIN CHRIS KIELY TO ASSISTANT CHIEF OF THE COVINGTON FIRE DEPARTMENT, EFFECTIVE AUGUST 14, 2016.** *Captain Kiely has proven through the*

promotional process and his performance as Captain that he is more than capable of performing the duties of Assistant Fire Chief.

Staff Reporting: Dan Mathew, Fire Chief

Recommendation: Approve Order/Resolution

7. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE PROMOTIONS OF LIEUTENANT KALEB MILLER AND LIEUTENANT MARK PIERCE TO CAPTAINS AND LIEUTENANT/PARAMEDIC RICHARD MCFARLAND TO CAPTAIN/PARAMEDIC IN THE COVINGTON FIRE DEPARTMENT, EFFECTIVE AUGUST 28, 2016.** *With the recent retirements, the Captain positions have become available.*

Staff Reporting: Dan Mathew, Fire Chief

Recommendation: Approve Order/Resolution

8. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE PROMOTIONS OF ENGINEER JOE BOWMAN, ENGINEER ERIC MONCRIEF, ENGINEER DANE ROBERTS, AND FIREFIGHTER KYLE SIMPSON TO LIEUTENANTS IN THE COVINGTON FIRE DEPARTMENT, EFFECTIVE AUGUST 28, 2016.** *With the recent retirement, the Lieutenant positions have become available.*

Staff Reporting: Dan Mathew, Fire Chief

Recommendation: Approve Order/Resolution

9. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE PROMOTIONS OF FIREFIGHTER CHRIS BROWN, FIREFIGHTER BRIAN GRADY, AND FIREFIGHTER JOE VANCE TO ENGINEERS IN THE COVINGTON FIRE DEPARTMENT, EFFECTIVE AUGUST 28, 2016.** *With the recent retirements, the Engineer positions have become available.*

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 SCOTT ECKSTEIN, TECHNICIAN III, FROM THE DEPARTMENT OF PUBLIC IMPROVEMENTS, EFFECTIVE SEPTEMBER 30, 2016.** *Mr. Eckstein was hired by the City in December 1984 and has decided to retire after 32 years of service.*

Staff Reporting: Rick Davis, Public Services Director/Assistant City Engineer

Recommendation: Approve Order/Resolution

11. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A MEMORANDUM OF AGREEMENT WITH SANITATION DISTRICT #1 FOR A 50/50 COST SHARING FOR THE STORM DRAINAGE PROJECT AND STREET IMPROVEMENTS ON CRYSTAL LAKE AND BLUFFSIDE.** *The total project cost is estimated at \$244,798 and will be split evenly between the City and SD1.*

Staff Reporting: Rick Davis, Public Services Director/Assistant City Engineer
Recommendation: Approve Order/Resolution

12. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH SANITATION DISTRICT NO. 1 FOR THE PRIVATE SEWER LATERAL PROGRAM ADMINISTERED THROUGH SD1.** *SD1 reinstated the private sewer lateral program last year which allows SD1 to repair any private sewer lateral breaks that happen underneath roadways between the curb and any sinkhole. Included in the program this year, SD1 will also cover the cost of restoring the pavement once the repairs have been made.*

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

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 CBS CONSTRUCTION FOR THE CONSTRUCTION OF THE RESTROOM/SHELTER COMBINATION AT RANDOLPH PARK, IN AN AMOUNT NOT TO EXCEED \$328,765.80, PAYABLE FROM CAPITAL BOND FUND.** *This new shelter will be located near the dead-end of East 10th Street.*

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

14. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AWARDED A BID FOR CERTAIN POLICING EQUIPMENT TO LAWMEN'S AND SHOOTER'S SUPPLY, INC. IN AN AMOUNT NOT TO EXCEED \$33,855.50 AND GALLS IN AN AMOUNT NOT TO EXCEED \$1,650.00, AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS, AND REJECTING ALL OTHER BIDS, PAYABLE FROM ASSET FORFEITURE FUND.**

Staff Reporting: Bryan Carter, Police Chief
Recommendation: Approve Order/Resolution

15. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION ADOPTING THE JACKSON SQUARE AND ORCHARD PARK REDEVELOPMENT PLANS AND APPROVING THE PUBLICATION OF A REQUEST FOR QUALIFICATIONS FOR NEW MULTI-FAMILY RESIDENTIAL DEVELOPMENT ON MARTIN LUTHER KING BLVD. AND NEW SINGLE FAMILY RESIDENTIAL DEVELOPMENT ADJACENT TO ORCHARD PARK.** *These plans are the culmination of many months of collaborate work and partnership between the City, the Catalytic Fund, CGN, and other interested parties.*

Staff Reporting: Geoff Milz, Development Manager

Recommendation: Approve Order/Resolution

16. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE CITY MANAGER TO NOTIFY RUMPKE OF KENTUCKY, INC. OF THE CITY'S INTENT TO TRANSITION TO RUMPKE ALL BILLING RESPONSIBILITIES RELATED TO SOLID WASTE AND RECYCLING SERVICES PROVIDED BY RUMPKE IN THE CITY OF COVINGTON, EFFECTIVE JANUARY 1, 2017.** *When Rumpke took over the City's waste and recycling services, they also took over the billing to commercial businesses and multi-family units of 5 or greater. Beginning in January 2017, they will also do the billing for residential and multi-family units of 4 or less.*

Staff Reporting: Lisa Desmarais, Director of Finance and Operations

Recommendation: Approve Order/Resolution

17. 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 RFH, PLLC FOR ASSURANCE AND ATTESTATION SERVICES FOR FISCAL YEAR 2016, AND REJECTING ALL OTHER BIDS, IN AN AMOUNT NOT TO EXCEED \$43,600.00, FOR A PERIOD OF THREE YEARS, PAYABLE FROM GENERAL FUND.** *The City received three bids from qualified firms for auditing services. RFH, PLLC submitted the best responsible bid.*

Staff Reporting: Lisa Desmarais, Director of Finance and Operations

Recommendation: Approve Order/Resolution

18. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AWARDING THE FLEET FINANCE BID TO PNC EQUIPMENT, LLC AND AUTHORIZING THE MAYOR AND CITY MANAGER, PURSUANT TO KRS 65.940, et seq., TO EXECUTE A MASTER LEASE AGREEMENT, VEHICLE FINANCING SCHEDULES, AN ESCROW AGREEMENT, AND ALL OTHER NECESSARY DOCUMENTS TO FACILITATE THE FINANCING OF CERTAIN CITY VEHICLES AND EQUIPMENT, IDENTIFIED IN THE ATTACHED EXHIBIT A, IN AN AMOUNT NOT TO**

EXCEED \$700,000.00, AND REJECTING ALL OTHER BIDS. *The City received two financing proposals for the purchase of City vehicles. PNC will also be able to offer a financing solution that will enable the City to add vehicles to a master lease agreement at a later date. The PNC financing proposal of 1.9% will also be utilized to finance the Devou Park Golf Course equipment identified in #20 and 21 below as the financing bids for the golf course equipment were 3.5% to 3.7%. The lease payments for the golf course equipment are made from the golf course operating budget (paid for by green fees, cart rentals, food and beverage sales) as has been the practice in the past.*

Staff Reporting: Lisa Desmarais, Director of Finance and Operations

Recommendation: Approve Order/Resolution

19. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH LIBBEE'S LANDSCAPING FOR THE SUPPLY AND INSTALLATION OF ZOYSIA SOD FOR THE DEVOU PARK GOLF COURSE, IN AN AMOUNT OF \$32,346.00, PAYABLE FROM DEVOU PARK MASTER PLAN FUND.** *The City received two bids for the supply and sod installation. Libbee's Landscaping submitted the best responsible bid.*

Staff Reporting: Rick Davis, Public Services Director/Assistant City Engineer

Recommendation: Approve Order/Resolution

20. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH BAKER VEHICLE SYSTEMS FOR THE PURCHASE OF A COMMERCIAL GRADE FERTILIZER SPREADER, IN AN AMOUNT OF \$5,245.00, PAYABLE FROM DEVOU GOLF COURSE OPERATING BUDGET.** *The PNC financing proposal of 1.9% in #18 above will also be utilized to finance this Devou Park Golf Course equipment and the equipment identified in #21 below as the financing bids for the golf course equipment were 3.5% to 3.7%. The lease payments for the golf course equipment are made from the golf course operating budget (paid for by green fees, cart rentals, food and beverage sales) as has been the practice in the past.*

Staff Reporting: Lisa Desmarais, Director of Finance and Operations

Recommendation: Approve Order/Resolution

21. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH REYNOLD'S GOLF TURF FOR THE PURCHASE OF A COMMERCIAL GRADE ROTARY MOWER AND COMMERCIAL GRADE TURF SPRAYER, IN AN AMOUNT NOT TO EXCEED \$72,690.00, PAYABLE FROM DEVOU GOLF COURSE OPERATING BUDGET.** *The PNC financing proposal of 1.9% in #18 above will also be utilized to finance this Devou Park Golf Course equipment and the equipment identified in #20 above as the financing bids*

for the golf course equipment were 3.5% to 3.7%. The lease payments for the golf course equipment are made from the golf course operating budget (paid for by green fees, cart rentals, food and beverage sales) as has been the practice in the past.

Staff Reporting: Lisa Desmarais, Director of Finance and Operations

Recommendation: Approve Order/Resolution

22. 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 JEROD THEOBALD AND JOHN HUMPERT IN ORDER TO FACILITATE THE INSTALLATION OF A MURAL OF UNA MERKEL AT 23 WEST PIKE STREET.**

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

Recommendation: Approve Order/Resolution

CONSENT AGENDA ITEMS

23. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPOINTING MIKE YEAGER AS DEVELOPMENT DIRECTOR/CITY ENGINEER AND RICK DAVIS AS PUBLIC SERVICES DIRECTOR/ ASSISTANT CITY ENGINEER.** *These new positions were created with the recent reorganization of the Development Department.*

Staff Reporting: Larry Klein, City Manager

Recommendation: Approve Order/Resolution

24. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AMENDING THE JOB DESCRIPTIONS FOR ASSISTANT PROJECT ENGINEER, COMMUNITY DEVELOPMENT MANAGER, AND PRESERVATION AND PLANNING SPECIALIST, IN THE DEVELOPMENT DEPARTMENT.** *With the reorganization of the Development Department, these three job descriptions need to be amended to update who they will be reporting to.*

Staff Reporting: Mike Yeager, Development Director/City Engineer

Recommendation: Approve Order/Resolution

25. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AMENDING O/R-115-08 CORRECTING THE SOURCE OF FUNDS FOR THE CITY'S 20% MATCH FOR THE TEA-21 GRANT FOR PHASE III OF THE DOWNTOWN COVINGTON STREETScape PROJECT FROM GENERAL FUND TO CDBG FUND.**

Staff Reporting: Mike Yeager, Development Director/City Engineer

Recommendation: Approve Order/Resolution

26. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AMENDING THE MADISON AVENUE STREETScape AGREEMENT BETWEEN THE CITY OF COVINGTON AND THE KENTUCKY TRANSPORTATION CABINET EXTENDING THE DEADLINE OF THE CONTRACT TO OCTOBER 31, 2016.**

Staff Reporting: Mike Yeager, Development Director/City Engineer

Recommendation: Approve Order/Resolution

27. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING A CHANGE ORDER TO THE CONTRACT WITH ENVIRONMENTAL DEMOLITION GROUP FOR ADDITIONAL ASBESTOS ABATEMENT, IN AN AMOUNT OF \$4,350.00, PAYABLE FROM CAPITAL BOND FUND.** *Extra costs were incurred during the demolition of property at 947 Philadelphia when asbestos was encountered in the siding materials.*

Staff Reporting: Mike Yeager, Development Director/City Engineer

Recommendation: Approve Order/Resolution

28. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE PUBLICATION OF A REQUEST FOR PROPOSALS FOR POOL MANAGEMENT FOR GOEBEL POOL, RANDOLPH POOL, AND THE BILL CAPPEL SPORTS COMPLEX WATER PARK.** *Hiring an outside management company will free up staff time and allow an expert to come in and improve the efficiency of the City's pools.*

Staff Reporting: Rosie Santos, Recreation Specialist

Recommendation: Approve Order/Resolution

29. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH THE FORENSIC STORE FOR THE PURCHASE OF ENCASE FORENSIC V8 SOFTWARE AND NECESSARY LICENSING, IN AN AMOUNT OF \$3,414.30, PAYABLE FROM JAG FUNDS.** *This equipment is being purchased to assist the newly created position of Computer Forensic Analyst.*

Staff Reporting: Bryan Carter, Police Chief

Recommendation: Approve Order/Resolution

30. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH THE FORENSIC STORE FOR THE PURCHASE OF THE CELLEBRITE BRAND, 4 PIECE ULTIMATE UNIVERSAL FORENSIC EXTRACTION**

SOFTWARE PACKAGE AND EQUIPMENT, IN AN AMOUNT OF \$9,000, PAYABLE FROM JAG GRANT. *This equipment is being purchased to assist the newly created position of Computer Forensic Analyst.*

Staff Reporting: Bryan Carter, Police Chief

Recommendation: Approve Order/Resolution

31. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE PUBLICATION OF A REQUEST FOR QUALIFICATIONS FOR CONTRACTORS TO PERFORM SCATTERED SITE REHABILITATION OF SINGLE FAMILY DWELLINGS THROUGH THE CITY'S HOME OWNER REPAIR AND CODE ENFORCEMENT HARDSHIP PROGRAMS.**

Staff Reporting: Jeremy Wallace, Community Development Manager

Recommendation: Approve Order/Resolution

32. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A CONTRACT ADDENDUM WITH JIVASOFT FOR SUPPORT AND UPGRADES TO THE ON-DUTY SOFTWARE, IN AN AMOUNT OF \$2,000.00, 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 DECLARING CERTAIN CITY PROPERTY AS SURPLUS AND AUTHORIZING ITS SALE AND DISPOSITION PURSUANT TO KRS §§ 82.083 AND 45A.425.** *The property includes various City Hall items that are no longer usable by City staff.*

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 AND ALL OTHER NECESSARY DOCUMENTS WITH DOCUMENT DESTRUCTION FOR DOCUMENT SHREDDING AND DESTRUCTION, FOR A THREE-YEAR TERM, IN AN AMOUNT OF \$3,658.50, PAYABLE FROM GENERAL FUND.**

Staff Reporting: Kristy Conner, Purchasing/Office Manager

Recommendation: Approve Order/Resolution

35. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH TRI-STATE RECORD STORAGE AND MANAGEMENT FOR THE STORAGE OF POLICE DEPARTMENT FILES, IN AN AMOUNT OF \$70.00 PER MONTH, PAYABLE FROM GENERAL FUND.**

Staff Reporting: Bryan Carter, Police Chief

Recommendation: Approve Order/Resolution

36. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH VERTICAL SYSTEMS ELEVATOR COMPANY FOR THE PURCHASE OF THREE DRUMS OF HYDRAULIC OIL FOR ELEVATORS AT RIVER CENTER GARAGE, IN AN AMOUNT NOT TO EXCEED \$5,436.00, PAYABLE FROM GENERAL FUND.**

Staff Reporting: Lisa Desmarais, Director of Finance and Operations

Recommendation: Approve Order/Resolution

37. Consider Order/Resolution No. O/R-xx-16 entitled: **AN ORDER/RESOLUTION APPROVING THE APPOINTMENT OF GARY A. MATTSON TO THE COVINGTON AUDIT COMMITTEE FOR A THREE-YEAR TERM, EFFECTIVE AUGUST 10, 2016, AND EXPIRING AUGUST 9, 2019.**

Staff Reporting: Larry Klein, City Manager

Recommendation: Approve Order/Resolution. Dr. Matson recently retired from the Public Administration teaching staff at NKU and has a career of experience in practicing and instructing on municipal finance, budget, and policy.

Project Update: Facilities Improvements, Lisa Desmarais, Director of Finance and Operations

Next regularly scheduled Legislative Commission Meeting: 6:00 PM, Tuesday, August 23, 2016.

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

PUBLIC COMMENTS

COMMISSIONERS' COMMENTS

CITY MANAGER'S COMMENTS

CITY SOLICITOR'S COMMENTS

MAYOR'S COMMENTS

ADJOURNMENT

DRAFT