

**CITY OF COVINGTON, KENTUCKY  
LEGISLATIVE MEETING  
BOARD OF COMMISSIONERS  
TUESDAY, MARCH 4, 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 February 18, 2014, minutes (or motion to dispense with reading and approve minutes).

**PRESENTATION(S):**

- None

**ITEMS FOR CONSIDERATION:**

**OLD BUSINESS – SECOND READING OF ORDINANCES**

1. Consider Ordinance No. O-xx-14 entitled: **AN ORDINANCE APPROVING A TEXT AMENDMENT TO THE OFFICIAL ZONING ORDINANCE OF THE CITY OF COVINGTON, KENTUCKY (O-37-06) ALLOWING NEW VEHICLE & EQUIPMENT SALES, LIGHT USES IN THE CENTRAL BUSINESS DISTRICT (CBD) ZONING DISTRICTS THROUGH THE CONDITIONAL USE PROCESS SUBJECT TO USE SPECIFIC STANDARDS.** *A public hearing was held before the Kenton County Planning Commission on Thursday, February 6, 2014, and the Kenton County Planning Commission unanimously recommended approval of the proposed text amendment. While the definition of New Vehicle & Equipment Sales Light is broad, the proposed use restrictions would prohibit large scale automobile dealerships and service stations within the CBD zone.*

**Staff Reporting:** Andy Juengling, Zoning Specialist

**Recommendation:** Approve Ordinance. Approval amends the zoning text ordinance of the City allowing for a new business use to be added in our Central Business District and accommodating another new business in Covington, none of which in this particular category exist now.

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

2. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION APPROVING THE EMPLOYMENT OF LISA V. DESMARAIS AS THE INFORMATION TECHNOLOGY AND DATA MANAGER, EFFECTIVE MARCH 5, 2014.** *Ms. Desmarais has 20+ years of experience in data and software management. Her data management background includes employment with American Express and Fidelity Investments which brought her to Covington to implement their data systems for the new Covington Campus. She has also held similar positions with Cap Gemini Ernst & Young and Villa Madonna Academy. She recently served as the Executive Director of Family Promise of Northern Kentucky.*

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

**Recommendation:** Approve Order/Resolution. Approval allows the City to move forward with implementing another one of the State Auditor's recommendations, that of appointing an Information Technology person who reports directly to the City Manager. Ms. Desmarais is highly qualified for this position and can begin work immediately. The City is fortunate to have a person of these qualifications and caliber working as our IT and Data Manager.

3. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION APPROVING THE EMPLOYMENT OF JACQUELINE STEPHENS AS THE FINANCE TECHNICIAN IN THE CITY OF COVINGTON FINANCE DEPARTMENT, EFFECTIVE MARCH 5, 2014, CONTINGENT UPON SUCCESSFUL COMPLETION OF EMPLOYMENT REQUIREMENTS.** *The position of Finance Technician is an unfilled position. Ms. Stephens will assist and serve as a backup to the Purchasing Manager, work the customer service window and assist the Finance Director and/or the Assistant Finance Director in administrative duties related to budget and other projects as needed. Jackie has over 20 years of work experience and has worked in the City's Finance Department as a temporary clerk since May of 2013. Her performance during this period has been above average and her customer service skills are outstanding.*

**Staff Reporting:** Lisa Goetz, Finance Director

**Recommendation:** Approve Order/Resolution. Approval allows the Finance Department to fill an unfilled position with a very experienced person who has worked in the Finance Department before, and to assist with customer service and other needs in the Department as determined by the Finance Director.

4. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A**

**MEMORANDUM OF UNDERSTANDING WITH THE COVINGTON INDEPENDENT PUBLIC SCHOOL BOARD EXECUTING A PARTNERSHIP FOR THE COVINGTON SUMMER YOUTH PROGRAM.** *The City and the School Board have been in discussions regarding reformatting the summer Program to better align with the strategic efforts of CIPS. The City would partner with reimbursement funding up to \$52,000 for staff and \$17,000 for field trips and supplies. This would be a savings of nearly \$15,000 for the City as compared to previous year expenses for the Summer Program.*

**Staff Reporting:** Natalie Gardner, Manager, Programs and Strategic Projects

**Recommendation:** Approve Order/Resolution. Approval allows this proven and successful partnership between the City and Covington Independent Public Schools to continue for the benefit of residents and their children.

5. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION APPROVING AN AMENDMENT TO THE CITY OF COVINGTON AND THE NORTHERN KENTUCKY HOME CONSORTIUM'S ANNUAL ACTION PLAN FOR THE PROGRAM YEAR BEGINNING JULY 1, 2013, ALLOWING FOR THE REPROGRAMMING OF CERTAIN HOME FUNDS.** *The HOME Homebuyer Purchase program has shown renewed interest this program year. In the first six months of the program year, all the funds available have been committed. In order to continue the program, as well as meet HUD's requirement to keep HOME funds moving, a reprogramming of prior year funds is requested. Also, prior year funds committed to 2 CHDO projects is requested. These projects were approved in prior years; however, funds are being drawn in the program year.*

**Staff Reporting:** Natalie Gardner, Manager, Programs and Strategic Projects

**Recommendation:** Approve Order/Resolution. Approval allows the City to meet HOME program requirements to utilize available funds, and also to satisfy increased demand for homebuyer assistance, as well as recommitting prior year funds to approved projects so that the City is in compliance with HOME regulations.

6. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION AMENDING O/R-11-14 UPDATING CONTRACTS AND COSTS ASSOCIATED WITH THE CAROLINE AVENUE RETAINING WALL REPLACEMENT PROJECT.** *O/R-11-14 was approved for the construction contracts awarded on an emergency basis for the replacement of the retaining wall on Caroline Avenue. Contracts and costs have been established. This amendment will also allow CDBG funds to be used to cover the construction costs rather than General/Capital funds that were originally allocated.*

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

**Recommendation:** Approve Order/Resolution. Approval amends a previous Order Resolution that was approved as an emergency measure. This new Order Resolution has more precise information, and allows the City to use CDBG funds already dedicated to infrastructure, instead of General Fund or Capital Funds.

7. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION OF CHAS BRANNEN FROM THE DEVOU PARK ADVISORY COMMITTEE, EFFECTIVE FEBRUARY 19, 2014.** *Mr. Brannen has been a member of DPAC since 2012. Per the City's Code of Ordinances §35.49(C), members of City boards and committees must resign after filing candidacy papers for the position of Mayor or City Commission.*

**Staff Reporting:** Natalie Gardner, Manager, Programs and Strategic Projects

**Recommendation:** Approve Order/Resolution. Approval allows the City and Mr. Brannen to be in full compliance with our Code of Ordinances.

8. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION OF LISA DESMARAIS FROM THE COVINGTON AUDIT COMMITTEE, EFFECTIVE MARCH 4, 2014.** *Since Ms. Desmarais is being recommended for appointment as the City's Information Technology and Data Manager, it is appropriate that she as a City employee not serve on a standing Committee appointed by the Board of Commissioners.*

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

**Recommendation:** Approve Order/Resolution. Approval accepts the resignation of Ms. Desmarais so that she may serve as the City's full time Information Technology and Data Manager. She has served very well on the Audit Committee and contributed much with regular attendance and participation.

**PUBLIC COMMENTS**

**COMMISSIONERS' COMMENTS**

**CITY MANAGER'S COMMENTS**

**CITY SOLICITOR'S COMMENTS**

**MAYOR'S COMMENTS**

**ADJOURNMENT**