



**CITY OF COVINGTON, KENTUCKY
LEGISLATIVE MEETING
BOARD OF COMMISSIONERS
TUESDAY, MARCH 31, 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 March 10 and March 19, 2015, (or motion to dispense with reading and approve minutes).

PRESENTATIONS

- State Champions Holy Cross High School Girls' Basketball Team
- State Senator Chris McDaniel – Legislative Session Update
- Public Hearing – Northern Kentucky HOME Consortium Consolidated Plan/Annual Action Plan – Natalie Gardner, Programs and Strategic Projects Manager

ITEMS FOR CONSIDERATION:

NEW BUSINESS – FIRST READING OF ORDINANCES

1. Consider Ordinance No. O-xx-15 entitled: **AN ORDINANCE AMENDING § 34.50 AND O-27-13 OF THE COVINGTON CODE OF ORDINANCES, NON-UNIFORMED, NON-CIVIL SERVICE EMPLOYEES, CREATING THE POSITION OF GIS/BUSINESS ANALYST & PROJECT MANAGER AND ESTABLISHING A SALARY FOR THE POSITION.** *The GIS/Business*

Analyst and Project Manager will report to the Operations Director and will be responsible for managing and organizing the GIS for the City and coordinating database management and software selection for all departments. This will involve working with various internal departments and external agencies to identify data and software needs, conducting data and spatial analysis, and utilizing GIS capabilities to assist with the management and execution of various projects throughout the City.

Staff Reporting: Lisa Desmarais, Operations Director
First Reading, No Vote

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, CREATING THE POSITION OF HUMAN RESOURCE MANAGER AND ESTABLISHING A SALARY FOR THE POSITION.** *In the past six months, the Human Resources department has taken on additional responsibilities as it relates to payroll activities which were required to have separation of duties within the Finance department. The Human Resource Manager will also be assigned additional duties for maintaining the management of the City's Workers' Compensation program.*

Staff Reporting: Jo Ann Simpson, Human Resource Director
First Reading, No Vote

3. 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 PUBLIC INFORMATION OFFICER AND ESTABLISHING THE SALARY FOR THAT POSITION.** *This new position will replace the Marketing and Communications position that has been vacated due to the resignation of Natalie Bowers. Many of the functions of the Marketing and Communications position are the same as the Public Information Officer position but the new position has been modified to indicate the job functions, tasks, abilities of a Public Information Officer.*

Staff Reporting: Frank Warnock, City Solicitor/Assistant City Manager
First Reading, No Vote

4. Consider Ordinance No. O-xx-15 entitled: **AN ORDINANCE OF THE CITY OF COVINGTON, KENTUCKY GRANTING RUMPKE CONSOLIDATED COMPANIES, INC., THE EXCLUSIVE FRANCHISE FOR THE COLLECTION AND DISPOSAL OF SOLID WASTE AND RECYCLABLES IN THE CITY OF COVINGTON FOR A TERM OF FIVE (5) YEARS COMMENCING ON JULY 1, 2015, AND ENDING ON JUNE 30, 2020, WITH POSSIBLE EXTENSIONS OF TWO (2) 1-YEAR TERMS, AT AN AGGREGATE PRICE NOT TO EXCEED THAT WHICH SHALL BE CALCULATED ON THE BASIS OF THE BID PRICES PROVIDED IN THE PROPOSAL SUBMITTED ON FEBRUARY 13, 2015 BY RUMPKE CONSOLIDATED COMPANIES, INC. IN RESPONSE TO THE REQUEST FOR PROPOSALS FOR SAID FRANCHISE, WHICH WAS ADVERTISED ON JANUARY 9, 2015.** *On January 9, 2015, a Request for Proposals for the Exclusive Franchise for the collection and disposal of solid waste and recyclable in the City was advertised and disseminated to various waste collection professionals. Three proposals were received and opened on February 13, 2015. A selection committee was formed to conduct an extensive review of the submitted materials. The committee evaluated the proposals in terms of the bidders' professional qualifications, the impact the proposals would have on the city's residents and businesses, and the net financial impact each proposal would have on City operations.*

Staff Reporting: Christian Denney, Interim City Solicitor; Sheila Fields, Solid Waste Coordinator

First Reading, No Vote

NEW BUSINESS – ORDER/RESOLUTIONS

5. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION CONGRATULATING THE HOLY CROSS GIRLS' BASKETBALL TEAM ON WINNING THE 2014-2015 KHSAA "ALL A CLASSIC" STATE CHAMPIONSHIP.** *Holy Cross became the first Northern Kentucky girls' basketball team to become State Champions when they defeated Allen County/Scottsville, 35-32 in the KHSAA Girls' Title Game in Bowling Green. With this amazing accomplishment they have brought great honor and distinction to their school, families and the City of Covington.*

Staff Reporting: Larry Klein, City Manager

Recommendation: Approve Order/Resolution. Approval is enthusiastically recommended!

6. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION FOR RETIREMENT OF ENGINEER FRANK GLOWATZ FROM THE COVINGTON FIRE DEPARTMENT, EFFECTIVE ARIL 1, 2015.** *Engineer Glowatz has been employed with the City since July 2004. He was in the first class of paramedics hired when the advanced life support program was initiated in the Fire Department.*

Staff Reporting: Dan Mathew, Fire Chief

Recommendation: Approve Order/Resolution. Approval accepts the resignation for retirement purposes of Engineer Glowatz. Best wishes are extended for his future endeavors and great appreciation is acknowledged for his years of service.

7. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING THE EMPLOYMENT OF DANIEL CHUMLEY AS MECHANIC IN THE FLEET MANAGEMENT DIVISION OF THE DEPARTMENT OF PUBLIC IMPROVEMENTS, EFFECTIVE APRIL 6, 2015.** *This is an open position due to the recent retirement of Joe Gilliland. Testing and interviews were conducted and Mr. Chumley was selected by the Department's management staff. He possesses diligent work habits and a strong sense of responsibility, and comes highly recommended.*

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

Recommendation: Approve Order/Resolution. Approval appoints Mr. Chumley as a Mechanic in the Fleet Maintenance Division to fill a vacancy created by the recent retirement of Joe Gilliland. Mr. Chumley is well qualified and highly recommended for this appointment.

8. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING THE APPOINTMENT OF PAUL WITTE TO THE DEVOU PARK ADVISORY COMMITTEE FOR A THREE-YEAR TERM, EFFECTIVE MARCH 31, 2015, AND EXPIRING DECEMBER 31, 2017.** *Mr. Witte has expressed a strong interest to serve the City in this capacity, and Mayor Carran has nominated him for appointment to the Devou Park Advisory Committee.*

Staff Reporting: Larry Klein, City Manager

Recommendation: Approve Order/Resolution. Approval appoints Mr. Witte to the Devou Park Advisory Committee, making for a full Board. Mr. Witte is highly recommended.

9. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION OF NATALIE BOWERS, MARKETING AND COMMUNICATIONS DIRECTOR, EFFECTIVE APRIL 1, 2015.** *Natalie Bowers has served as Marketing and Communications Director since December of 2012. Prior to that, she served as the City's Arts District Manager. Natalie has managed the City's website, provided marketing and communications for the City, managed the production and implementation of the City's brand, expanded the annual Art Off Pike event, hosted numerous art events and exhibits and has been instrumental in promoting a positive and transparent image for the City.*

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

Recommendation: Approve Order/Resolution. Approval regrettably accepts the resignation of Natalie Bowers. Natalie has pioneered many game-changing initiatives for the City in her various capacities, and will be greatly missed. Much appreciation and recognition is given for her contributions to making Covington a better place.

10. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING THE JOB DESCRIPTION FOR THE POSITION OF GIS/BUSINESS ANALYST AND PROJECT MANAGER.** *The GIS/Business Analyst and Project Manager will report to the Operations Director and will be responsible for managing and organizing the GIS for the City and coordinating database management and software selection for all departments. This will involve working with various internal departments and external agencies to identify data and software needs, conducting data and spatial analysis, and utilizing GIS capabilities to assist with the management and execution of various projects throughout the City.*

Staff Reporting: Lisa Desmarais, Operations Director

Recommendation: Approve Order/Resolution. Approval of the GIS/Business Analyst and Project Manager job description allows the City to better utilize the skills and talents of Jessica Moss in an expanded role that will assist all City departments' data management and software needs.

11. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING THE PROMOTION OF JESSICA MOSS TO THE POSITION OF GIS/BUSINESS ANALYST AND PROJECT MANAGER, EFFECTIVE MARCH 15, 2015.**

Staff Reporting: Lisa Desmarais, Operations Director

Recommendation: Approve Order/Resolution. Approval of the appointment allows the City to better utilize the skills and talents of Jessica Moss in an expanded role that will assist all City departments' data management and software needs.

12. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING A JOB DESCRIPTION FOR THE POSITION OF HUMAN RESOURCE MANAGER.** *In the past six months, the Human Resources department has taken on additional responsibilities as it relates to payroll activities which were required to have separation of duties within the Finance Department. The Human Resource Manager will also be assigned additional duties for maintaining the management of the City's Workers' Compensation program.*

Staff Reporting: Jo Ann Simpson, Human Resource Director

Recommendation: Approve Order/Resolution. Approval of the Human Resource Manager job description allows the City to better utilize the skills and talents of Stacey Hoeter that will help with the separation of duties between the Human Resources and Finance Departments, and with managing the City's Worker's Compensation program.

13. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING THE PROMOTION OF STACEY HOETER TO THE POSITION OF HUMAN RESOURCE MANAGER, EFFECTIVE APRIL 1, 2015.**

Staff Reporting: Jo Ann Simpson, Human Resource Director

Recommendation: Approve Order/Resolution. Approval of the appointment allows the City to better utilize the skills and talents of Stacey Hoeter that will help with the separation of duties between the Human Resources and Finance Departments, and with managing the City's Worker's Compensation program.

14. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING THE JOB DESCRIPTION FOR THE POSITION OF PUBLIC INFORMATION OFFICER.** *This new position will replace the Marketing and Communications vacant position due to the resignation of Natalie Bowers. Many of the functions of the Marketing and Communications position are the same as the Public Information Officer position but the new position has been modified to indicate the job functions, tasks, abilities of a Public Information Officer.*

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

Recommendation: Approve Order/Resolution. Approval allows the City to refine the job functions, tasks and responsibilities in the Marketing and Communications job description to better fit the needs of the City in a Public Information Officer job description.

15. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING THE JOB DESCRIPTION FOR ECONOMIC DEVELOPMENT MANAGER.** *The City advertised a job opening for the position of Business Development Manager after the vacancy created with the resignation of Naashom Marx. Several candidates applied and during the course of the interviewing process it was identified that clarity was needed in the Job Description to reflect additional work to be accomplished, along with a potential change in pay grade. This job description would allow for those potential changes to begin and for the position to be re-advertised.*

Staff Reporting: Larisa Sims, Assistant City Manager for Development

Recommendation: Approve Order/Resolution. Approval allows the City to enhance the tasks and responsibilities of its top economic development position to better fit the needs of the City.

16. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION ACCEPTING THE JOINT RECOMMENDATIONS OF DEVOU PROPERTIES, INC. AND THE DEVOU PARK ADVISORY COMMITTEE FOR THE 2014 RESERVE ACCOUNT FROM THE EARNINGS OF THE DREES PAVILION AT DEVOU MEMORIAL OVERLOOK FOR USE IN DEVOU PARK.** *Each year, the Devou Properties, Inc. and Devou Park Advisory Committee meet jointly to discuss priority projects to be selected for funding from the Reserve Account from profits of the Drees Pavilion. This year's projects include ADA ramps to the overlook, paved walking trails, Gus Sheehan Park, Behringer Crawford veranda repair, golf course repairs, park equipment, and funds committed to the construction of a new clubhouse.*

Staff Reporting: Natalie Gardner, Programs and Strategic Projects Manager

Recommendation: Approve Order/Resolution. Approval accepts the joint recommendation of the Devou Park Advisory Committee and Devou Properties Inc Board on the allocation of the 2014 Drees Pavilion profits toward capital improvement projects in Devou Park.

17. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING THE PUBLICATION OF A REQUEST FOR PROPOSALS FOR CONSTRUCTION OF THE DEVOU PARK CLUBHOUSE.** *The current*

clubhouse was constructed in 1934 and in 1980 the Devou Park Master Plan rated it in "Poor Condition". In 2011, the second floor no longer could be used for golf outings or other community events due to access, code and mechanical issues, resulting in lost revenue for the golf course. Also in 2011, the Devou Park Advisory Committee (DPAC) formed a Clubhouse Subcommittee to determine if the clubhouse should be renovated or replaced. The Devou Properties Inc Board funded a \$30,000 feasibility study to determine if there was a market for replacing the clubhouse. CDS Associates, Inc determined it was cost prohibitive to renovate the current facility. Several meetings with the public including nearby residents of Park Hills were conducted in 2013 and 2014 on various site plans and building configurations. Several changes were made to the original plan to accommodate noise concerns of nearby residents including the removal of parking spaces in rear of building to provide an additional 18' of buffer and landscaping; parking in rear restricted to Park Rangers and staff only and handicapped parking; elimination of an events lawn adjacent to clubhouse; privacy fence on landscaped berm; a pedestrian access and gate for residents of Audobon Road to the golf course; and relocation of #10 tees from existing location to a site further away from residents. The project also eliminates all storm water drainage from the clubhouse and parking lot to Miller's Pond in Park Hills, the storm water being diverted to a golf course retention area.

The Recommended Funding structure for this project includes a total of \$2.75 million contributed by the joint DPAC and Devou Properties Inc Boards (Drees Pavilion), as well as the two Devou Trusts. Those contributions along with the operating revenue from the new facility will service the debt until at least 2030 when the City can provide those payments. In addition the feasibility study assumptions and operating pro forma for the project have been updated and conservatively estimated by the Clubhouse Committee that includes Greg Engelman of Devou Properties Inc Board, and former City Finance Director, Scott Mescher, Executive Director of the Drees Pavilion, and David Peru and Ron Freking of Devou Park Golf Course. The pro forma also includes a Building Maintenance Reserve fund to ensure it is well maintained and not a burden on City's budget. In addition, this Recommended Funding structure no longer needs the \$1.5 million in City's current capital budget that can be used for other City needs now.

Other benefits of the new clubhouse include its availability for events such as private parties, wedding receptions, retirement parties, etc. It also provides a pleasant and convenient place for park visitors to purchase food and beverage, and rent bicycles and obtain general information about Devou Park, and as a Park Ranger station.

Staff Reporting: Natalie Gardner, Programs and Strategic Projects Manager
Barb Drees-Jones, Chair of Devou Properties, Inc
Bob Rothert, Chair of Devou Park Advisory Committee
Greg Engelman, Devou Properties, Inc and Devou Park
Advisory Committee

Recommendation: Approve Order/Resolution. Approval allows the City to issue a Request for Proposals for construction of the Devou Park Golf Course clubhouse. Once bids are received and evaluated, a recommendation will then be brought to the City Commission for approval.

18. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION ACCEPTING THE BID OF ADVANCED CONTRACTORS AND ESTIMATORS FOR CONSTRUCTION OF TWO WATERSTOP REPAIRS ON THE LICKING RIVER LEVEE JUST NORTH OF WALLACE AVENUE, AND REJECTING ALL OTHER BIDS, AND AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A CONTRACT WITH ADVANCED CONTRACTORS AND ESTIMATORS IN AN AMOUNT NOT TO EXCEED \$8,096.00, PAYABLE FROM CAPITAL BOND FUNDS.** *As part of the US Army Corps of Engineers annual floodwall/levee inspection, repairing the joints between two consecutive portions of the floodwall were called out and require repairs in order for the City to maintain certification. Three bids were received and AC&E was the lowest bidder. They have worked with the City on the Caroline wall replacement project and did a great job.*

Staff Reporting: Natalie Gardner, Programs and Strategic Projects Manager

Recommendation: Approve Order/Resolution. Approval allows the City to proceed with repairs to the Licking River levee near Wallace Avenue.

19. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION ACCEPTING THE BID OF HENDY, INC. FOR THE CONSTRUCTION OF ADA RAMPS AT ALL INTERSECTIONS WHERE ROADWAY RESURFACING IS SCHEDULED, AND REJECTING ALL OTHER BIDS, AND AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A CONTRACT WITH HENDY, INC. IN AN AMOUNT NOT TO EXCEED \$98,050.00, PAYABLE FROM CDBG FUNDS.** *Bringing curb ramps into compliance with ADA standard is a requirement any time roads are resurfaced with federal money. This project was advertised and six bids were received and opened on March 18, 2015 with Hendy submitting the lowest responsible bid.*

Staff Reporting: Natalie Gardner, Programs and Strategic Projects Manager

Recommendation: Approve Order/Resolution. Approval allows the City to proceed with construction of new ADA compliant curb ramps on streets that are scheduled for resurfacing this year, consistent with what the City has done each year in the past.

20. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH MORPHOTRAK, LLC FOR MAINTENANCE AND SUPPORT FOR THE COVINGTON POLICE DEPARTMENT'S AFIS WORKSTATION ON AN HOURLY BASIS, PAYABLE FROM THE GENERAL FUND.** *MorphoTrak LLC provides maintenance and support for the Police Department's AFIS workstation which is used for comparing latent fingerprints against the state and federal databases of known fingerprint exemplars.*

Staff Reporting: Spike Jones, Police Chief

Recommendation: Approve Order/Resolution. Approval allows the City to enter into a contract for the maintenance and support of AFIS equipment in the Police Department.

21. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A PARKING AGREEMENT WITH GATEWAY COMMUNITY AND TECHNICAL COLLEGE FOR USE OF THE MIDTOWN GARAGE AT 501 SCOTT BOULEVARD.** *The existing parking agreement between the City and Gateway is \$3,500 per month for use of about 100 spaces daily. Due to the expansion of the Gateway campus, their use of the garage has gone up to an average of 300 spaces per day. Staff is recommending the monthly rate be increased to \$7,500 per month effective July 1 and for the rate to increase as tiered approach between now and then by \$1,000 per month. This will provide the added revenue needed to adequately maintain the garage and parking equipment.*

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

Recommendation: Approve Order/Resolution. Approval allows the City and Gateway to enter into a new parking agreement based on significantly increased parking usage by the school of the City's MidTown garage at 501 Scott Boulevard, that will increase the monthly parking fee from \$3,500 to \$7,500 effective July 1, 2015.

22. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE TERMINATION OF AN AGREEMENT BETWEEN THE CITY OF COVINGTON AND ENERGY SYSTEMS GROUP, LLC.** *In 2008, the City hired ESG to design, construct, and implement various energy saving improvements. As part of this agreement, ESG had an ongoing obligation to measure and guarantee that sufficient savings were achieved to cover the cost of the contract. The City paid ESG an annual fee of just over \$4,000 for measurement and verification of these savings. This measurement has been done for the past five years and has shown that the guaranteed annual savings have been realized and that the savings will continue to be realized for the remaining term of the contract. The City feels it is now no longer necessary to pay for these serves and the contract should be terminated.*

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

Recommendation: Approve Order/Resolution. Approval allows the City to terminate a contract to monitor energy savings that is no longer necessary, saving the City approximately \$4,000 per year.

23. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION DECLARING CERTAIN CITY PROPERTY SURPLUS AND AUTHORIZING ITS SALE AND DISPOSITION PURSUANT TO KRS §§ 82.083 AND 45A.425.** *The surplus items include three vehicles.*

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

Recommendation: Approve Order/Resolution. Approval allows the City to dispose of obsolete and/or inefficient equipment and to maximize the resale potential.

24. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION AMENDING COMMISSIONERS' ORDER/ RESOLUTION NO. O/R-197-14 TO AUTHORIZE THE PURCHASE OF 901-907 MADISON AVENUE, PAYABLE FROM CAPITAL BOND FUNDS.** *The parking lot located at 9th and Madison is split into two separate parcels and the City owns one of the two. The lot stays full but there is no way to regulate parking because the City lot is not physically separated from the private lot. Pursuant to O/R-197-14, the Board of Commissioners initially approved the purchase of the lot for an amount not to exceed \$41,000. The lot appraised for \$55,000 and upon completion of all title work, the total purchase price has been determined to be \$51,606.74 which is due to unpaid County taxes (most of which have been sold), attorneys' fees and other closing costs. ABM believes that the lot could generate a profit of nearly \$7,000*

per year. Once the lot is cleared and landscaped it would be a key property once development grows south on Madison Avenue.

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

Recommendation: Approve Order/Resolution

**NEXT REGULARLY SCHEDULED BOARD OF COMMISSIONERS MEETING:
April 14, 2015**

PUBLIC COMMENTS

COMMISSIONERS' COMMENTS

CITY MANAGER'S COMMENTS

CITY SOLICITOR'S COMMENTS

MAYOR'S COMMENTS

ADJOURNMENT