

**CITY OF COVINGTON, KENTUCKY
LEGISLATIVE MEETING
BOARD OF COMMISSIONERS
TUESDAY, APRIL 1, 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 18, 2014, minutes (or motion to dispense with reading and approve minutes).

PRESENTATION(S):

- FY 13 Annual Audit Report – Clark Schaeffer Hackett CPA
- Health Impact Analysis Father Hanses Park – Marsha Bach, NKY Health Department

ITEMS FOR CONSIDERATION:

NEW BUSINESS – FIRST READING OF ORDINANCES

1. Consider Ordinance No. O-xx-14 entitled: **AN ORDINANCE ESTABLISHING A TRANSPARENCY POLICY FOR THE CITY OF COVINGTON, KENTUCKY.** *The Mayor's Task Force to Restore Public Confidence has recommended to the Board of Commissioners the adoption of a Transparency Policy to ensure that the government of the City is transparent and accountable to its citizens for its actions. The policy outlines that the City will provide the following information and documentation to the public: meeting information, including dates, times, and agendas, which are also to be posted to the City's website; contact information for the City's elected officials and department directors on the City's website; annual budget and audit reports on the City's website; taxes and fees, ordinances on the City's website; a fair and transparent process of hiring*

employees; policies that will not allow nepotism to exist; personnel policies and labor union contracts available to the public upon request; meeting minutes on the City's website; allowing citizens to comment about public issues at City meetings; making contracts available for public inspection at City Hall; following a procurement policy.

Staff Reporting: Larry Klein, City Manager

Recommendation: First Reading, No Vote

NEW BUSINESS – ORDER/RESOLUTIONS

2. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION ACCEPTING THE ANNUAL AUDIT REPORT FOR FISCAL YEAR ENDING JUNE 30, 2013, SUBMITTED BY CLARK SCHAEFER HACKETT.** *The Board of Commissioners is requested to accept the City's FY 13 independent annual auditor's report, subsequent to a presentation at this Commission meeting and the City's Finance Committee meeting of March 26, 2014.*

Staff Reporting: Larry Klein, City Manager

Recommendation: Approve Order/Resolution. Approval allows the City to forward its FY 13 annual audit report to the Kentucky Department for Local Government and other financial institutions as requested as well as posting on the City's website.

3. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION APPROVING THE APPOINTMENT OF KENTON COUNTY TREASURER ROY COX TO THE BOARD OF OVERSEERS OF THE KENTON COUNTY-COVINGTON WELLNESS CENTER EFFECTIVE IMMEDIATELY, AND EXPIRING DECEMBER 31, 2017.** *Per the Interlocal Agreement between Kenton County and the City, three members are to be appointed to the Board of Overseers for the Wellness Center. Joe Shriver represents the County, Jo Ann Simpson represents the City, and Mr. Cox is the representative appointed by mutual agreement of the two parties.*

Staff Reporting: Jo Ann Simpson, Human Resource Director

Recommendation: Approve Order/Resolution. Approval allows the Board of Overseers of the Kenton County-Covington Wellness Center to be fully appointed for the oversight of the Interlocal Agreement between the City of Covington and Kenton County.

4. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION APPROVING THE PURCHASE OF COMPUTER UPGRADES, EQUIPMENT, AND TRAINING, FOR THE COVINGTON POLICE DEPARTMENT, IN A TOTAL AMOUNT OF \$33,226.80, PAYABLE FROM THE 2013 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT.** *Items to be purchased from the grant money include 80 licenses for Microsoft Office upgrades, portable printers for police cruisers, and a Total Station for accident reconstruction and training.*

Staff Reporting: Spike Jones, Police Chief

Recommendation: Approve Order/Resolution. Approval allows the Police Department to acquire computer upgrades, equipment and training paid for entirely by the Justice Assistance Grant.

5. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION AUTHORIZING THE PUBLICATION OF A REQUEST FOR PROPOSALS FOR PAYROLL SOLUTIONS AND SERVICES.** *The State Auditor's report included a finding that the City's payroll duties are not adequately segregated. City staff has determined that the most effective, most cost efficient way to implement the Auditor's recommendation is to outsource payroll services.*

Staff Reporting: Lisa Goetz, Finance Director

Recommendation: Approve Order/Resolution. Approval allows City staff to issue a Request for Proposals soliciting competitive bids for the City's payroll services. Once bids are received they will be evaluated and a recommendation made to the City Commission.

6. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION DECLARING CERTAIN CITY PROPERTY AS SURPLUS AND AUTHORIZING ITS SALE AND TRANSFER PURSUANT TO KRS §§ 82.083 AND 45A.425.** *The surplus property includes three Police Department vehicles and one leaf machine used by the Department of Public Improvements.*

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

Recommendation: Approve Order/Resolution. Approval allows for the City to dispose of obsolete and inefficient equipment in a proper manner.

7. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION APPROVING A CHANGE ORDER IN AN AMOUNT OF \$6,360.00 TO THELEN ASSOCIATES, INC. FOR WORK ASSOCIATED WITH RIVERSIDE DRIVE AND RIVERFRONT COMMONS GEOTECHNICAL EXPLORATION, PAYABLE FROM BOND FUNDS.** *This change order is a result of two major items: 1) the barge rental length of time was longer than expected because the river was high and one of the marked locations was not accessible by land; and 2) actual boring depths were much deeper than anticipated because of material encountered.*

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

Recommendation: Approve Order/Resolution. Approval allows the City to amend its contract with Thelen Associates to complete the geotechnical exploration at Riverside Drive necessary to design an engineering solution to the erosion and instability of the riverbank.

8. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION AUTHORIZING AN AGREEMENT WITH THE CENTER FOR GREAT NEIGHBORHOODS OF COVINGTON (CGN) TO PAY OUTSTANDING TAXES AND FEES ON THE PROPERTY LOCATED AT 321 ORCHARD STREET, IN AN AMOUNT NOT TO EXCEED \$2,000.00 PAYABLE FROM THE GENERAL FUND, TO ENABLE CGN TO ACQUIRE 321 ORCHARD STREET FROM ITS CURRENT OWNERS.**

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

Recommendation: Approve Order/Resolution. Approval allows the City to facilitate the transfer of a vacant and abandoned property to another owner in a more cost efficient manner than if the City pursued the foreclosure itself and return it to a more productive use as green space for adjacent and recently redeveloped residential properties.

9. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION ACCEPTING THE GRANT AWARDED BY THE KENTUCKY INFRASTRUCTURE AUTHORITY, APPROVING THE GRANT AGREEMENT, AUTHORIZING THE AMENDMENT OF THE BUDGET, AND AUTHORIZING THE MAYOR TO SIGN ALL RELATED DOCUMENTS.** *SD1 is working with the City to determine the best use of this money as it relates to relieving some of the flooding that has occurred in Peaselburg and around Pointe Benton and Rays Lane. The grant can be used for land acquisition, design, and construction. The City will only be responsible for \$3,000 in administrative fees.*

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

Recommendation: Approve Order/Resolution

10. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION OF MICHELLE CARTER FROM THE COVINGTON POLICE DEPARTMENT, EFFECTIVE MARCH 22, 2014.**

Staff Reporting: Spike Jones, Police Chief

Recommendation: Approve Order/Resolution

11. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION ACCEPTING THE RESIGNATION OF SHANNON WATTERS, CLERK TYPIST VI IN THE FINANCE DEPARTMENT, EFFECTIVE APRIL 30, 2014.**

Staff Reporting: Lisa Goetz, Finance Director

Recommendation: Approve Order/Resolution. Approval accepts the resignation of Shannon Waters. Best wishes are extended for her future endeavors.

12. Consider Order/Resolution No. O/R-xx-14 entitled: **AN ORDER/RESOLUTION APPROVING CITY MANAGEMENT’S RESPONSE AND CORRECTIVE ACTION PLAN TO THE KENTUCKY AUDITOR OF PUBLIC ACCOUNTS’ “EXAMINATION OF CERTAIN POLICIES, PROCEDURES, CONTROLS, AND FINANCIAL ACTIVITY OF THE CITY OF COVINGTON.”** *The State Auditor’s Examination of Certain Policies, Procedures, Controls and Financial Activity of the City of Covington, dated February 13, 2014, required an official Management Response and Corrective Action Plan to be submitted to the State Auditor within 60 days of his final report. The Mayor’s Task Force to Restore Public Confidence has reviewed the Management Response and Corrective Action Plan and is recommending that the City Commission approve it and it be submitted to the State Auditor.*

Staff Reporting: Larry Klein, City Manager

Recommendation: Approve Order/Resolution. Approval accepts the recommendation of the Mayor’s Task Force to Restore Public Confidence and allows the City to comply with its obligation to provide a Management Response and Corrective Action Plan to the State Auditor that will address and correct the findings in that report. The Management Response and Corrective Action Plan will be posted to the City’s website and updated regularly until all findings have been addressed and corrected so that the public can monitor its progress.

PUBLIC COMMENTS

COMMISSIONERS’ COMMENTS

CITY MANAGER’S COMMENTS

CITY SOLICITOR’S COMMENTS

MAYOR’S COMMENTS

ADJOURNMENT