BOARD OF COMMISSIONERS' MEETING
SATURDAY, NOVEMBER 3, 2007 9:00 A.M.

A SPECIAL MEETING of the Board of Commissioners of the City of Covington, Kentucky, was opened by Mayor Callery, on Saturday, November 3, 2007, at 9:00 a.m. at the Drees Pavilion, 790 Park Lane, Covington, Kentucky.

Mayor Irvin T. Callery presiding with Commissioners Jerry Bamberger, Sherry Carran, Steve Megerle, and Jerry Stricker (arrived at 10:30 a.m.). Also present were the following: Jay Fossett, City Manager; Frank Warnock, City Solicitor; Bill Moller, Assistant City Manager; Keith Bales, Code Enforcement Director; Gail Melvin, Economic Development and Community Relations Director; Tom Logan, City Engineer; Bob Due, Finance Director; Buddy Wheatley, Fire Chief; Aaron Wolfe-Bertling, Housing Development Director; Lee Russo, Police Chief; Jim Eggemeier, Public Works Director; and, Denny Bowman, Recreation, Parks, and Neighborhood Services Director. Those absent were: Jo Ann Simpson, Human Resources Director.

NOTICE OF SPECIAL MEETING

Notice is hereby given that the Mayor and City Commissioners of the City of Covington, Kentucky, shall meet at 9:00 a.m. on Saturday, November 3, 2007, at the Drees Pavilion, 790 Park Lane, Covington, Kentucky, for a Retreat in which the City Manager and all department directors will discuss issues involving their respective departments. No action will be taken by the City Commission and no public comments will be heard at this meeting.

____IRVIN T. CALLERY_____
MAYOR

(SEAL)

November 1, 2007

ACCEPTANCE AND WAIVER OF NOTICE

The undersigned, being all of the members of the Board of Commissioners of the City of Covington, Kentucky, do hereby acknowledge receipt of said Notice upon each of us, and do hereby accept said Notice, and do hereby waive any possible informality or irregularity as to time, place, or manner or service of the same upon each of us, and do hereby agree and consent that a special meeting of said Board of Commissioners may be held at the time and place, and for the purposes stated in the foregoing Notice; and that said meeting may be recessed from time to time until such business has been completed.

Date: 11-3-07	Time: 9:00 A.M.	JERRY BAMBERGER_____ COMMISSIONER
Date: 11-3-07	Time: 9:05 A.M.	SHERRY CARRAN_____ COMMISSIONER
Date: 11-3-07	Time: 9:00 A.M.	STEVE MEGERLE_____ COMMISSIONER
Date: 11-307	Time: 10:30 A.M.	JERRY STRICKER_____ COMMISSIONER

PRESENTATIONS

Welcome by City Manager Jay Fossett:

City Manager JAY FOSSETT welcomed City of Covington department heads and gave an overview of the retreat process.

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Presentations by City Departments:

City Department Heads gave PowerPoint presentations about their respective departments, including goals accomplished and future goals under consideration. After each presentation, the Mayor and Commissioners were given an opportunity to ask questions.

CODE ENFORCEMENT

Code Enforcement Director KEITH BALES discussed the issues and benefits of enacting a rental license inspection program for rental units in the City. MR. BALES submitted a packet of information. The packet contained Components of an Effective Code Enforcement System; Goals Accomplished 2006-2007; Code Enforcement as an Information Management System; Code Enforcement as an Administrative System; Code Enforcement as a Social System; The Future of Code Enforcement in Covington; and, a piece on the Code Enforcement Process.

ECONOMIC DEVELOPMENT AND COMMUNITY RELATIONS

Economic Development and Community Relations Director GAIL MELVIN discussed the department's five functions; its vision, mission, and values; accomplishments; and discussed in detail the components of the department. MS. MELVIN submitted a packet of information that contained the following items: Accomplishments for the Economic Development and Community Relations Department; Economic Development Function; Renaissance Covington Function; Ombudsman and Neighborhood Services Function; and Historic Preservation Function.

ENGINEERING

City Engineer TOM LOGAN discussed the Covington Levee Certification and Map Modernization Efforts, which are two separate projects. MR. LOGAN discussed the City's flood protection system in detail. MR. LOGAN said the Covington Levee Certification has to be complete by May 2009, which includes correcting deficiencies and be approved by the U.S. Army Corp of Engineers. MR. LOGAN submitted a packet of information that contained the following pieces: Engineering Department Recent Accomplishments; Future Projects; City Hall Infrastructure Needs; Covington Infrastructure Funding Needs; and, Covington Levee Certification and Map Modernization.

FINANCE

Finance Director BOB DUE discussed the Finance Department's organization and roles; department reorganization; revenue and collections, and general accounting; and, upgrading the software system; and the 2007-2008 General Fund reports. MR. DUE submitted a packet of information that contained the following subjects: Finance Department Update – Projects Completed, Projects in Progress, and Projects under Consideration; Department Reorganization; General Fund Financial Report-July 1, 2007, through September 30, 2007; and, Preliminary General Fund Summary Report-July 1, 2006, through June 30, 2007.

FIRE

Fire Chief BUDDY WHEATLEY gave an overview of the Fire Department and discussed the following topics: Fire Department composition; positions; organizational chart; neighboring jurisdictions; company locations, equipment, and staff; districts and response to emergencies; response apparatus; run volume; the new Company 2; dual-role pumper/ambulances; EMS successes; 2007 goals and objectives; and staffing changes planned to meet the NFPA Standard. MR. WHEATLEY submitted a packet of information that contained the following pieces: 2007 Fire Department Goals and Objectives; Fire Department Overview; and Fire Department Staffing.

LUNCH BREAK

Lunch was served at 11:45 a.m. During lunch, Police Chief LEE RUSSO played the Covington Police Department's recruiting video and commercial.

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HOUSING DEVELOPMENT

Housing Development Director AARON WOLFE-BERTLING gave an overview on the Housing Development Department's 2006-2007 goals and accomplishments. MR. WOLFE-BERTLING discussed the One Stop Shop program and the option of combining the City's Section 8 program with the Housing Authority of Covington at 2300 Madison Avenue, and the next steps to accomplish it; and the challenges regarding the property acquisition of the units left at Jacob Price Homes. MR. WOLFE-BERTLING submitted a packet of information that contained the following items: One Stop Shop-Combining Housing Development with the Housing Authority at 2300 Madison Avenue; Property Acquisition; Façade Program; The New HOME Consortium – The City as Lead Agency for Bromley, Ludlow, Newport, Bellevue, and Dayton; and, the HOME Consortium Coordinator Job Description.

HUMAN RESOURCE

Human Resources Director JO ANN SIMPSON was attending the St. Elizabeth Hospital Board Retreat that had been planned for some time. MS. SIMPSON submitted a packet of information that contained a summary of some of the recent projects and departmental initiatives successfully completed and/or on-going within the past year and provided a highlight of activities in the following areas: HR Department Statistics (as it relates to recruiting, selection, and retention); Medical Benefit Plan Changes; Risk Management; and Job Description and Salary Analysis (Phase I). The 2008 projects information submitted was Job Description and Salary Analysis (Phase II); Human Resources Personnel Policies; and Recruiting Software.

LEGAL

City Solicitor FRANK WARNOCK gave an overview of the Legal Department. MR. WARNOCK discussed the following items: staff; City Clerk; achievements and other accomplishments; and goals and challenges. The goals and challenges addressed were as follows: signage regulations; Urban Design Review standards; modernization of the City Clerks office; records retention; excess insurance coverage; Pointe Benton; hillside development regulations; pawn shop oversight; litter abatement; omnibus zoning text amendments; mapping; ABC Board; rental ordinance; and website upgrade.

POLICE

Police Chief LEE RUSSO discussed the strategic planning process and how the Police Department looked at the community response to public safety improvement to establish its goals; strategic planning and vision of the department; vision of the Police Chief; mission; organizational values; delivery of police services; human resources; resource management; external relationships; and the 2007 Crime Report. MR. RUSSO submitted a packet with the Covington Police Department Strategic Plan – July 2007 through July 2012.

PUBLIC WORKS

Public Works Director JIM EGGEMEIER gave a report and discussed accomplishments in the Public Works divisions as follows: Street, Traffic, Motor Pool, Solid Waste, General Maintenance, Administration, and Fleet Management. MR. EGGEMEIER also discussed the Co-op Program to use students from Chapman Vocational School at the Holmes High School campus in the Street, Traffic and Motor Pool divisions; and the Solid Waste division reorganization. The Solid Waste division reorganization's first initiative will allow the Solid Waster Coordinator to cite businesses and residents who violate litter and trash regulations and the second initiative will create a non-profit litter abatement and beautification organization. MR. EGGEMEIER submitted a packet of information that contained the following pieces: Public Works Accomplishments; Solid Waste Reorganization; Develop Co-Op Program; and Uniform Fuel Purchase Program.

RECREATION, PARKS & NEIGHBORHOOD SERVICES

Recreation Parks and Neighborhood Services Director DENNY BOWMAN gave an overview of the Recreation staff; Urban Forestry and the Tree City U.S.A. program; City of Covington swimming pools; update on the Devou Park Master Plan;

infrastructure projects completed; projects under construction; programs; and Urban Forestry projects during the past 12 months; and the Covington Recreation Foundation. MR. BOWMAN provided a list of the following in Recreation Maintenance: trees planted; tree program – trimming and pruning of trees and root hazard repairs. MR. BOWMAN submitted a packet of information that contained the following pieces: 1. Recreation Department Accomplishments - Recreation Maintenance Urban Forestry Division – Planted Tree Projects and Tree Projects (Pruning & Trimming); and Recreation Maintenance Division-Sidewalk Repairs, Root Damage, and Liability Issues; 2. Park Infrastructure Needs; and 3. Future Needs for Greenspace and Recreational-Covington Neighborhood Parks & Recreation Department Sites and Developed Partnerships.

ADJOURNMENT

MAYOR CALLERY adjourned the meeting at 2:50 p.m.

_____IRVIN T. CALLERY_____
MAYOR

ATTEST:

__TRACY W. DENHAM_____
CITY CLERK

APPROVED: 11/27/07