

COMMISSIONERS' ORDER NO. _____

AN ORDER AUTHORIZING THE MAYOR TO EXECUTE A ONE-YEAR CONTRACT WITH BUSINESS AND LEGAL RESOURCES (BLR) FOR ON-LINE HUMAN RESOURCES COMPLIANCE TRAINING, AT A COST OF \$5,273.00.

* * * *

NOW THEREFORE,
BE IT ORDERED BY THE BOARD OF COMMISSIONERS OF THE CITY OF COVINGTON, KENTON COUNTY, KENTUCKY:

Section 1

That the Board of Commissioners hereby authorize the Mayor to execute a one-year contract with BLR for on-line Human Resources compliance training, at a cost of \$5,273.00, payable from General Fund.

Section 2

That this order shall take effect and be in full force when passed and recorded according to law.

MAYOR

ATTEST:

CITY CLERK

Passed: _____

COMMISSIONERS' ORDER NO. _____

AN ORDER AMENDING THE CITY'S EQUAL EMPLOYMENT OPPORTUNITY POLICY REFLECTING INCLUSION SPECIFICALLY FOR GENDER IDENTITY AND SEXUAL ORIENTATION.

* * * *

WHEREAS, the EEO Policy is amended as follows:

2. EQUAL OPPORTUNITY AND TREATMENT

(A) The city reaffirms its policy ~~that discrimination on the basis of race, color, religion, creed, national origin, ancestry, political affiliation or beliefs, sex, disability, will not be practiced in any of its activities. There shall be no discrimination for or against any person.~~ ensuring equitable treatment of applicants and employees, in all aspects of human resource management, with regard to political affiliation, disability, race, color, age, national origin, citizenship, gender identity, sexual orientation, or religion.

NOW THEREFORE,
BE IT ORDERED BY THE BOARD OF COMMISSIONERS OF THE CITY OF COVINGTON, KENTON COUNTY, KENTUCKY:

Section 1

That the Board of Commissioners hereby approves the amendment to the City's Equal Employment Opportunity Policy reflecting inclusion specifically for gender identity and sexual orientation.

Section 2

That this order shall take effect and be in full force when passed and recorded according to law.

MAYOR

ATTEST:

CITY CLERK

Passed: _____

COMMISSIONERS' ORDER NO. _____

AN ORDER AUTHORIZING THE MAYOR TO EXECUTE A RENEWAL CONTRACT WITH GUARDIAN TRACKING LLC FOR SOFTWARE FOR THE POLICE DEPARTMENT, AT A COST OF \$2,786.00.

* * * *

**NOW THEREFORE,
BE IT ORDERED BY THE BOARD OF COMMISSIONERS OF THE CITY OF COVINGTON, KENTON COUNTY, KENTUCKY:**

Section 1

That the Board of Commissioners hereby authorizes the Mayor to execute a renewal contract with Guardian Tracking LLC for software for the Police Department, at a cost of \$2,786.00, payable from General Fund.

Section 2

That this order shall take effect and be in full force when passed and recorded according to law.

MAYOR

ATTEST:

CITY CLERK

Passed: _____

COMMISSIONERS' ORDER NO. _____

**AN ORDER APPROVING THE EMPLOYMENT OF ROBERT WILDER AS
A DEVOU PARK RANGER, IN THE COVINGTON POLICE
DEPARTMENT, EFFECTIVE JULY 23, 2017.**

* * * *

**NOW THEREFORE,
BE IT ORDERED BY THE BOARD OF COMMISSIONERS OF THE CITY OF
COVINGTON, KENTON COUNTY, KENTUCKY:**

Section 1

That the Board of Commissioners hereby approves the employment of Robert Wilder as a Devou Park Ranger, effective July 23, 2017.

Section 2

That this order shall take effect and be in full force when passed and recorded according to law.

MAYOR

ATTEST:

CITY CLERK

Passed: _____

COMMISSIONERS' ORDER NO. _____

AN ORDER AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH 911 FLEET AND FIRE FOR THE EMERGENCY PURCHASE OF A BREATHING AIR COMPRESSOR FILL STATION AND CASCADE SYSTEM, IN AN AMOUNT OF \$51,375.08, PAYABLE FROM THE INFRASTRUCTURE FUND.

* * * *

WHEREAS, the Covington Fire Department is in immediate need of a breathing air compressor fill station and cascade system, and the absence of these systems is a barrier to the Fire Department's ability to perform their duties in a safe and efficient manner; and

WHEREAS, due to the nature of the equipment, an emergency exists which will cause public harm as a result of the delay in competitive procedures, and competition is not feasible in this instance.

NOW THEREFORE,
BE IT ORDERED BY THE BOARD OF COMMISSIONERS OF THE CITY OF COVINGTON, KENTON COUNTY, KENTUCKY:

Section 1

That the Board of Commissioners hereby authorizes the Mayor to execute a contract with 911 Fleet and Fire for the purchase of a breathing air compressor fill station and cascade system, in an amount of \$51,375.08, payable from the Infrastructure Fund.

Section 2

That this order shall take effect and be in full force when passed and recorded according to law.

MAYOR

ATTEST:

CITY CLERK

Passed: _____

COMMISSIONERS' ORDER NO. _____

AN ORDER ADOPTING PROGRAM GUIDELINES FOR PROGRAM YEAR 2017-2018 FOR THE CODE ENFORCEMENT HARDSHIP PROGRAM, THE HOMEOWNER REPAIR PROGRAM, THE UPPER FLOOR RESIDENTIAL REHAB PROGRAM, THE COVINGTON HOMEBUYER ASSISTANCE PROGRAM AND THE NKY CONSORTIUM HOMEBUYER ASSISTANCE PROGRAM TO BE FUNDED FROM COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS AND HOME INVESTMENT PARTNERSHIP (HOME) PROGRAM FUNDS.

* * * *

WHEREAS, the City of Covington is required by the U.S. Department of Housing and Urban Development to adopt guidelines for certain federal programs administered through the City to ensure the programs are administered consistently and equitably; and

WHEREAS, the guidelines provide information on program eligibility requirements, federal regulatory requirements, and set underwriting criteria in determining a household's eligibility to participate in the programs; and

WHEREAS, the program guidelines to be approved include the Code Enforcement Hardship program, the Homeowner Repair Program, the Upper Floor Residential Rehab Program, the Covington Homebuyer Assistance Program and the NKY Consortium Homebuyer Assistance Program, to be funded from Community Development Block Grant funds and the Home Investment Partnership Program.

NOW THEREFORE,
BE IT ORDERED BY THE BOARD OF COMMISSIONERS OF THE CITY OF
COVINGTON, KENTON COUNTY, KENTUCKY:

Section 1

The Program Guidelines for the Code Enforcement Hardship Program, the Homeowner Repair Program, the Upper Floor Residential Rehab Program, the Covington Homebuyer Assistance Program and the NKY Consortium Homebuyer Assistance Program, to be funded from Community Development Block Grant (CDBG) funds and Home Investment Partnership (HOME) Program funds, administered through the City for the Program year beginning July 1, 2017 and ending June 30, 2018 are hereby adopted. The guidelines are on file in the Office of the City Clerk.

Section 2

This order shall take effect and be in full force when passed and recorded according to law.

MAYOR

ATTEST:

CITY CLERK

Passed: _____

COMMISSIONERS' ORDER NO. _____

AN ORDER AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A ONE-YEAR RENEWAL CONTRACT WITH ABM PARKING SERVICES FOR PARKING MANAGEMENT AND ENFORCEMENT SERVICES, EFFECTIVE AUGUST 1, 2017.

* * * *

WHEREAS, in 2013 the City published a Request for Proposals for parking management and enforcement services; and

WHEREAS, the scope of the request sought proposals for a three year contract term, with an option of two one-year renewals; and

WHEREAS, the proposal of ABM Parking Services was selected as the most advantageous proposal for the City; and

WHEREAS, the original three year contract term and a subsequent one year renewal term have expired, and City staff now recommend that the parking management and enforcement contract be renewed for a one year period in accordance with the original Request for Proposals; and

WHEREAS, ABM Parking Services provides services on a reimbursement basis, and the estimated budget for the one year renewal is \$885,160.00, with reimbursements for the services to be paid from General Fund.

NOW THEREFORE,
BE IT ORDERED BY THE BOARD OF COMMISSIONERS OF THE CITY OF COVINGTON,
KENTON COUNTY, KENTUCKY:

Section 1

That the Board of Commissioners hereby authorizes the Mayor and City Manager to execute a one-year renewal contract with ABM Parking Services for parking management and enforcement services, effective August 1, 2017. Payable from General Fund.

Section 2

That this order shall take effect and be in full force when passed and recorded according to law.

MAYOR _____

ATTEST:

CITY CLERK

Passed: _____

COMMISSIONERS' ORDER NO. _____

AN ORDER AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A CONTRACT WITH HENDY, INC. FOR ANNUAL CONCRETE MAINTENANCE IN AN AMOUNT NOT TO EXCEED \$347,020.00, PAYABLE FROM CDBG FUNDS AND MUNICIPAL ROAD AID FUNDS, AND REJECTING ALL OTHER BIDS.

* * * *

WHEREAS, the City published a Request for Bids for annual concrete maintenance and on June 3, 2017, four bids were received and opened; and

WHEREAS, Hendy, Inc. submitted the lowest responsive and responsible unit bid price, and

WHEREAS, the City Manager recommends that the bid of Hendy, Inc. be accepted as the lowest bid price.

NOW, THEREFORE,
BE IT ORDERED BY THE BOARD OF COMMISSIONERS OF THE CITY
OF COVINGTON, KENTON COUNTY, KENTUCKY:

Section 1

That the Board of Commissioners hereby accepts the bid Hendy, Inc. for annual concrete maintenance at the unit prices established in the bid of Hendy, Inc. and in an amount not to exceed \$347,020.00, payable from CDBG funds and Municipal Road Aid funds. All other bids are hereby rejected. The Mayor and City Manager are hereby authorized to execute a contract with Hendy, Inc.

Section 2

That this order shall take effect and be in full force when passed and recorded according to law.

MAYOR

ATTEST:

CITY CLERK

Passed: _____

COMMISSIONERS' ORDER NO. _____

AN ORDER DECLARING CERTAIN CITY PROPERTY AS SURPLUS AND AUTHORIZING ITS SALE AND DISPOSITION PURSUANT TO KRS §§ 82.083 AND 45A.425.

* * * *

WHEREAS, the equipment identified in the attached Exhibit A, used by the City of Covington, has exceeded its useful life; and

WHEREAS, the intended use of these items at the time of acquisition was to provide support and transportation to City personnel; and

WHEREAS, it is in the public interest to dispose of these items, as it will remove inefficient and unused equipment from the City inventory and supplement the City's General Fund with sale proceeds; and

WHEREAS, the method of disposition for the equipment described in Exhibit A shall be by public auction, advertised as required by KRS § 424.130.

**NOW THEREFORE,
BE IT ORDERED BY THE BOARD OF COMMISSIONERS OF THE CITY OF
COVINGTON, KENTON COUNTY, KENTUCKY**

Section 1

That the equipment listed on attached Exhibit A is hereby declared to be surplus City of Covington-owned property and, pursuant to KRS §§ 82.083 and 45A.425 the sale of these items by public auction is approved.

Section 2

That this order shall take effect and be in full force when passed and recorded according to law.

MAYOR

ATTEST:

CITY CLERK

Passed: _____

EXHIBIT A
SURPLUS EQUIPMENT

ID #	TYPE	VIN #
CFD008	1999 SOUTHERN COACH PUMPER	4S7HT1093WCo27326
CFD029	1989 SUTPHEN PUMPER	1S9A1BFD9L1003735
PW315	1997 FORD F350	1FDHF36HoVEC97597
PW0337	2003 GMC KODIAC	1GDP7J1C53F515288
RM573	1992 FORD F350	2FDKF37M8NCA71623

COMMISSIONERS' ORDER NO. _____

**AN ORDER ESTABLISHING POLICIES AND PROCEDURES FOR
PROCESSING CITY OF COVINGTON BOARD APPOINTMENTS.**

* * * *

WHEREAS, the Mayor and Commissioners of the City of Covington Board of Commissioners approve appointment to various boards and committees that serve the citizens of the City of Covington; and

WHEREAS, it is prudent to establish policies and procedures related to processing appointments to boards and committees, to provide the public access to applications for boards and committees, and to maintain records reflecting the names of board and committee members, and their terms in office.

NOW THEREFORE,
BE IT ORDERED BY THE BOARD OF COMMISSIONERS OF THE CITY OF
COVINGTON, KENTON COUNTY, KENTUCKY:

Section 1

That the Board of Commissioners hereby approves a Board Appointment Policies and Procedures Policy as indicated below.

Section 2

Board Appointment Policies and Procedures Policy

The following policies and procedures shall be followed for the appointment of board members to City of Covington boards:

I. City Website.

A. The City of Covington's website shall maintain information informing the public of the following:

1. The name of the board, committee, or other entity (hereinafter "board").
2. A description of the board's purpose.
3. A list of board members.
4. Titles and positions of board members.
5. Contact information for the staff member assigned for board support, if any.
6. The length of the term of each board member.
7. Rules and regulations related to procedures.
8. Meeting calendars.
9. Descriptions providing the time and place of meetings.
10. Links to provide connections to relevant information.
11. An application for board appointments.

II. Board Applications.

A. Process. An application shall be posted on the City website. The applications shall include:

1. Name, address, and contact information about each applicant for each board and other information as shown on the attached application form.
2. A requirement that a resume be submitted with each application.
3. A printable application that can be mailed or otherwise delivered to the City.

B. Posting of vacancies. The website shall provide notice of vacancies for each board.

C. Position description. Each board position shall be described to provide an explanation of duties, meeting obligations, pre-requisites and terms of each board member position.

III. Internal Board Process.

A. Mayor nominates. The Mayor will nominate a person to serve on a respective board subject to the consideration of the Board of Commissioners. If the enabling legislation for a board provides otherwise, then the rules relating to appointments for that board will govern.

B. Process after nomination. The following steps shall occur after nomination:

1. The Mayor/Commissioners Assistant will send an email notice to the nominee informing him or her of the Board of Commissioners meeting date when the nomination for the appointment will be considered.
2. The Mayor/Commissioners Assistant will provide a copy of the application and resume for each nominee to the City Clerk.
3. The City Clerk will include a proposed Order for the appointment and the nominee's resume in the upcoming legislative meeting packet.
4. Once appointed, the Mayor/Commissioners Assistant will send a Certificate of Appointment to the board member.
5. Once appointed, the Mayor/Commissioners Assistant will create and deliver an email to the new board member copied to the board chair person along with copies of any enabling legislation, by-laws, a list of board members with their email addresses, and a meeting schedule.
5. When a board member leaves a board, the Mayor/Commissioners Assistant will prepare and send a letter to the departing board member thanking him or her for the service to the board.

IV. Book of Boards.

The Legal Department will maintain a Book of Boards that includes the names of the boards, and any enabling legislation for each board. A true copy of the Book of Boards shall be provided to the Mayor/Commissioners Assistant

Section 3

This Order shall take effect and be in full force when passed and recorded according to law.

MAYOR

ATTEST:

CITY CLERK

Passed: _____

COMMISSIONERS' ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 76 TRAFFIC SCHEDULES, SCHEDULE II ONE WAY STREETS AND ALLEYS, TO RECLASSIFY SEVENTH STREET BETWEEN MAIN STREET AND PHILADELPHIA STREET AS A WESTBOUND ONE-WAY STREET AND EIGHTH STREET BETWEEN PHILADELPHIA STREET AND MAIN STREET AS AN EASTBOUND ONE-WAY STREET.

* * * *

WHEREAS, converting Seventh Street and Eighth Street to a one-way streets will increase the number available parking spaces; and

WHEREAS, City staff received positive feedback on the proposed change from property owners in the affected area.

NOW THEREFORE,
BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF COVINGTON, KENTON COUNTY, KENTUCKY:

Section 1

That Chapter 76 of the City of Covington Code, 1984 edition, is hereby amended to read as follows:

TITLE VII: TRAFFIC CODE

CHAPTER 76. TRAFFIC SCHEDULES

SCHEDULE II.

Those streets and alleys described below are declared to be one-way streets and alleys, and all traffic is directed to proceed as directed.

Street	From	To	Direction
<u>Seventh Street</u>	<u>Main Street</u>	<u>Philadelphia Street</u>	<u>West</u>
<u>Eighth Street</u>	<u>Philadelphia Street</u>	<u>Main Street</u>	<u>East</u>

Section 2

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, if any, hereby repealed.

Section 3

This ordinance shall take effect and be in full force from and after its passage, publication, which may be in summary form, and recording, according to the law.

MAYOR

ATTEST:

CITY CLERK

Passed: _____ (Second Reading)

_____ (First Reading)