

CITY OF COVINGTON AGENDA ITEM REQUEST FORM

2020 AIR Submission Deadlines	
Dec 27	June 5
Jan 10 & 24	July 2 & 24
Feb 7 & 21	Aug 7 & 21
Mar 6 & 20	Sept 11 & 25
Apr 10 & 24	Oct 9 & 30
May 8 & 22	Nov 13 & 25

Caucus Meeting Date	March 3, 2020
Legislative Meeting Date	March 10, 2020
Order <input type="checkbox"/>	Ordinance <input type="checkbox"/>
Resolution <input type="checkbox"/>	Presentation <input checked="" type="checkbox"/>

Division/Department Head Signature


Responsible Staff Person
Tom West

Specific Nature of Request
Renaissance Covington is requesting 10 minutes at the March 10 Legislative Meeting to present the Commission with an update of the Covington Farmers Market the organization operates. The presenter will be Nick Wade.

Description of Request Including Background Information if Relevant
The City of Covington is Renaissance Covington's largest funding source with an annual contract for services in the amount of \$127,250. One of the most visible programs the organization operates is the Covington Farmers Market.

Company/Entity (if multiple, list all)

Value/Cost

Funding Source Including Account No.

Copy of Contract Attached?

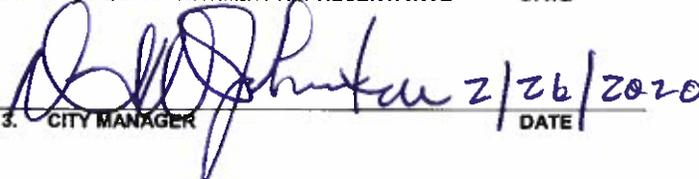
Payment Terms

NOTES
Please attach all relevant documents, i.e., draft contracts, resumes, draft development agreements, etc.

SIGNING ORDER

1. LEGAL DEPARTMENT REPRESENTATIVE _____ DATE _____

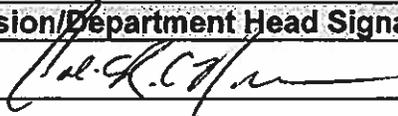
2. FINANCE DEPARTMENT REPRESENTATIVE _____ DATE _____

3. CITY MANAGER  2/26/2020
DATE

CITY OF COVINGTON

AGENDA ITEM REQUEST FORM

Caucus Meeting Date	March 3, 2020		
Legislative Meeting Date	March 10, 2020		
Order <input checked="" type="checkbox"/>	Ordinance <input type="checkbox"/>	Resolution <input type="checkbox"/>	Presentation <input type="checkbox"/>

Division/Department Head Signature


Responsible Staff Person
Chief Robert C. Nader

Specific Nature of Request
Police Officer Applicant Alex Turner is seeking approval for hire as a Covington Police Officer. His start date would be March 15, 2020.

Description of Request Including Background Information if Relevant
Alex Turner comes to us from the Campbell County Police Department. He is KLEC certified and will not be required to attend the Police Academy. He has passed screening according to all applicable local and state standards. His resume is attached. We are currently staffed at 114 of the 114 officers authorized.

Company/Entity (if multiple, list all)

Value/Cost

Funding Source Including Account No.

Copy of Contract Attached?

Payment Terms

NOTES
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SIGNING ORDER

1. LEGAL DEPARTMENT REPRESENTATIVE _____ DATE _____

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3. CITY MANAGER  2/26/2020
DATE

Alex S. Turner

(513)834-7214 (216)280-3767

4540 Victor Ave. Blue Ash, Ohio 45242

alexst38@gmail.com

Professional Profile

- Dedication to professionalism with an emphasis on service to the public.
- Experienced officer with the ability to quickly adapt to changing situations.
- Excellent ability to solve problems independently, while incorporating input.
- Exceptional written and verbal communication skills.
- Ability to approach situations with clarity.
- Capacity to assist diverse populations with understanding, compassion and patience.

Professional Experience

Campbell County Police Department
09/2015-Present

Law Enforcement and Department Chaplain

Responsibilities:

- Law Enforcement
- Increase resident and department relationships
- Provide Chaplain services to Department and citizens

Federal Reserve Bank of Cleveland
04/2014-9/2015

Law Enforcement Unit

Responsibilities:

- Law Enforcement
- Protection of Life and Government Assets
- A visual deterrent to crime

Xavier University
11/2013-04/2014

Police Officer

Responsibilities:

- Law Enforcement
 - Promoting positive relationships with students and neighbors
 - A visual deterrent to crime
 - Collaborating with Norwood Police and Cincinnati Police for neighborhood crime prevention.
-

Northern Kentucky University
03/2013-10/2013
Police Officer

Responsibilities:

- Law Enforcement
- Protection of Life and Property
- Promoting positive relationships between police, students, and NKU employees
- A visual deterrent to crime

Central State University(Wilberforce, Ohio)
11/11-3/2013
Police Detective/Property & Evidence Officer

Responsibilities:

- Crime Detection and Prevention.
- Follow-up investigations of Felony/High level Misdemeanor crimes.
- Collaborating with The Greene County Prosecutor's Office in presenting cases for trial.
- Investigation of cases involving Central State University Property.
- Coordinating custody and documentation of seized and/or recovered property and evidence.

Cleveland Police Department (Cleveland, Ohio)
1/94-11/2011
Patrol Officer

Responsibilities:

- Developing a positive relationship between the police and citizens.
- Providing a visual deterrent to crime.
- Conducting preventive patrols.
- Providing positive role models as a school resource officer.
- Detailed documentation of all activities.

Certificates of Achievement:

- Peace Officer Professional Standards (Certificate #18,666)
 - RAD (Rape Aggression Defense-July 2013)
 - Certified Police Officer (O.P.O.T.C)
 - Basic Law Enforcement Officer Trained (Cleveland Police Academy)
 - Certification in the use of Doppler Radar
 - Bicycle Patrol Training (40 hrs.)
 - Gang Investigation Training (Northern Ohio Violent Crime Consortium)
 - Interview and Interrogation (Ohio H.I.D.T.A)
 - Instructor Certification Course (80 hrs.) (O.P.O.T.A)
 - PSN and Social Network Analysis in Gang Investigation Training (8 hrs.) (State of Ohio/Office of Criminal Justice Services)
 - Multijurisdictional Counterdrug Task Force Training / Criminal Street
-

- Gangs Introduction to Drugs, Violence and Music
- Detective Training (8 hrs.) (Cleveland Division of Police / Police Academy)
- Office of Attorney General Criminal Procedure Update Course (O.P.O.T.C.)
- Ohio Gang Investigator Specialist Training (O.P.O.T.C.)

Military Training

Member, Ohio Army National Guard- Ending Rank First Lieutenant
March 1986-January 2001

Basic Training, Fort Leonard Wood, MO.
June 1986-August 1986

Advanced Individual Training Combat Signaller Course, Fort Gordon, GA
June 1987-August 1987

U.S. Army Branch Immaterial Officer Candidate Course (OCS), Fort Benning, GA
February 1991-June 1991

U.S. Army Armor Branch Officer Basic Course, Fort Knox, KY
August 1991-February 1992

U.S. Army M-1 Tank Commander's Course (Reserve Component), Gowen Field, Idaho
July 1993-September 1993

Education

Cleveland State University Cleveland, Ohio
Public Safety Management-Major
116 Semester Hours
9/87- 5/92; 1/06- 5/06

International Conference of Police Chaplains
Louisville, KY 2017
Introductory level training

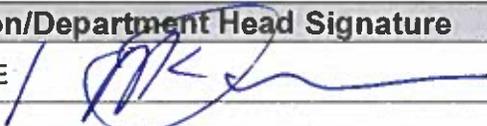
References

References are available upon request.

CITY OF COVINGTON

AGENDA ITEM REQUEST FORM

Caucus Meeting Date	3/3		
Legislative Meeting Date	3/10		
Order <input checked="" type="checkbox"/>	Ordinance <input type="checkbox"/>	Resolution <input type="checkbox"/>	Presentation <input type="checkbox"/>

Division/Department Head Signature
FINANCE / 

Responsible Staff Person
MUHAMMED OWUSU

Specific Nature of Request
An Order accepting the resignation of Allison Hudson, Procurement Officer, from the City's Finance Department effective March 13, 2020.
Description of Request Including Background Information if Relevant
Allison Hudson, the City's current Procurement Officer, has been with the City for 8+ years. She has served in various capacities and roles throughout her time here at the City. Attached you will find a copy of her resignation letter.

Company/Entity (if multiple, list all)

Value/Cost

Funding Source Including Account No.

Copy of Contract Attached?

Payment Terms

NOTES
Please attach all relevant documents, i.e., draft contracts, resumes, draft development agreements, etc.

SIGNING ORDER

1. LEGAL DEPARTMENT REPRESENTATIVE	DATE
	2/26/20
2. FINANCE DEPARTMENT REPRESENTATIVE	DATE
	2/26/2020
3. CITY MANAGER	DATE

Memorandum

To: Muhammed Owusu, Finance Director
Cc: Human Resources Department
From: Allison Hudson, Procurement Officer
Date: February 24, 2020
Re: Resignation Notice



Muhammed,

Please accept this memorandum as my formal notice of resignation for my employment here at the City of Covington. My last day of employment will be Friday, March 13th, 2020.

I have greatly appreciated the 8+ years I have spent working for this City, and feel privileged to have worked with so many talented, kind, and passionate individuals. I am grateful for the many opportunities and endless support I have received over the years. I know I will be leaving the City in trusted and capable hands.

If there is anything I can do to assist in the transition, please do not hesitate to follow-up with me directly.

Sincerely,

Allison Hudson
Procurement Officer

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Caucus Meeting Date	3/13/2020
Legislative Meeting Date	3/10/2020
Order <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Presentation <input type="checkbox"/>	

Division/Department Head Signature	
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Responsible Staff Person	Essam Elgusain
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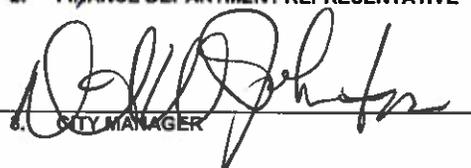
Specific Nature of Request	Request Commission to approve the hire of Keegan Johnson as the IT Support Specialist
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Description of Request Including Background Information if Relevant	The new hire will back fill the open IT Support Specialist position. This will be a full time role supporting daily IT Department needs.
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Company/Entity (if multiple, list all)	n/a
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SIGNING ORDER

Value/Cost	n/a
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1. LEGAL DEPARTMENT REPRESENTATIVE	DATE
	12/14/20
2. FINANCE DEPARTMENT REPRESENTATIVE	DATE
	2/14/2020
CITY MANAGER	DATE

Funding Source Including Account No.	IT Budget/001-0706-4020-0000
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Copy of Contract Attached?	n/a
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Payment Terms	n/a
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NOTES	Please attach all relevant documents, i.e., draft contracts, resumes, draft development agreements, etc.
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Keegan Johnson

Desktop Support and Field Services Technician

1535 Highland Ridge Blvd
Highland Heights, KY 41076
(502) 395-1620
KeeganB.Johnson@ky.gov
KeeganJohnson13@gmail.com

SKILLS

Dedicated and enthusiastic desktop support technician with experience in high-volume workload environments ranging from small to large-scale enterprises. Job skills gained throughout career history include but are not limited to the following:

- Active Directory management
- Windows client configuration
- Imaging and deployment of Windows 10 OS
- Virtualization (VMware)
- Remote support (Dameware, Bomgar, SCCM, LogMeIn)
- Knowledge distribution
- Good documentation skills
- Liaison tasks
- Extensive experience in both phone and in-person support
- Strong customer service skills, including written and verbal communication
- Excellent problem-solving capabilities
- Scripting (Bash, Powershell, and Ruby)
- Knowledge navigating through various ITSMs (ServiceNow, Remedy, HEAT, Jira, Assyst, etc.)

EXPERIENCE

Commonwealth Office of Technology (COT) - Desktop Support and Field Services Technician, Contractor (NTT DATA)

MARCH 2018 - PRESENT

FORT MITCHELL, KY

- Provide on-site and remote troubleshooting in a multi-county district for all cabinets and agencies within the Commonwealth of Kentucky.
- Act as the second and third-level support when tickets are escalated from the help desk and incident response teams, respectively.
- Daily responsibilities include password resets, printer and phone troubleshooting, hardware and software installations/troubleshooting, new user setups, upgrades to existing Windows 7 machines and deployment of Windows 10 machines.
- Frequently assist the network operations team with patching, cabling, and physical setup of routers and switches.
- Serve as a point of contact between the various autonomous groups and vendors within as well as outside of COT.



References

Jason Weathers, Desktop Support and Field Technician

Commonwealth Office of Technology
911 South Main Street
Williamstown, KY 41097
Work: (502) 262-2854, Personal Cell: (805) 226-6968
Jason.Weathers@ky.gov
Jason is my current team lead with COT.

Jessica Ly, Library Technology Assistant

Lawrenceburg Public Library District
150 Mary Street
Lawrenceburg, IN 47025
(513) 795-9057
JLy@lpld.lib.in.us
Jessica was my Level 2 supervisor on the Shared Desk during my time with Pomeroy.

Jonathan Dean, Law Enforcement Officer

Frankfort Police Department
300 West Second Street
Frankfort, KY 40601
(502) 875-8523
JDean@frankfort.ky.gov
Jonathan was my colleague then supervisor when I worked in Frozen Foods at Kroger.

CITY OF COVINGTON

AGENDA ITEM REQUEST FORM

Caucus Meeting Date	March 3, 2020
Legislative Meeting Date	
Order <input checked="" type="checkbox"/>	Ordinance <input type="checkbox"/>
Resolution <input type="checkbox"/>	Presentation <input type="checkbox"/>

Division/Department Head Signature
Public Works/ <i>Chris Warnford</i>

Responsible Staff Person
Chris Warnford

Specific Nature of Request
Changing Lori Hill's position withing the Public Works Department from part-time to full-time, and adjusting her current job title and job description.

Description of Request Including Background Information if Relevant
Lori's current job title is Community Services Clerk and she was transferred to the Public Works Department in 2019. Lori currently handles all the administrative management for the Engineering and Property Maintenance side of Public Works while also assisting the Director, Project Engineer, and Business Manager. She maintains all aspects of the Right-of-Way encroachment permits authorized through the City, and works in cooperation with the Legal and Finance departments regarding contracts, agreements, and grants. Once the new application for pavement management is implemented, Lori will be responsible for the organization, time management, and communication of this aspect. The City is discussing the take over of storm water from SD1, Lori would also provide assistance with this development.

Company/Entity (if multiple, list all)

Value/Cost

Funding Source Including Account No.
Public Works Operating Budget 0001-0512-4010-0000

Copy of Contract Attached?

Payment Terms

NOTES
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SIGNING ORDER

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2. FINANCE DEPARTMENT REPRESENTATIVE _____ DATE _____

[Signature] 2/26/2020
 B. CITY MANAGER DATE

2/26/2020

Good Afternoon Maggie,

Mayor Meyer would like the following appointment added to the Caucus Meeting on 3/03/2020.

UDRB

Term: **Begins 3/09/2020 – Ends 3/08/2024 (4 years)** **REPLACING CRAIG GOSSMAN**

➤ **Appoint Janet Creekmore**

- 1090 Garrard Street, #9-204 Covington, KY 41011
- 513-607-5202
- janet@creativeeyecandy.com

A copy of her application documents is attached.

Please let me know if you have any questions or need anything else?

Thank you,

Lenette :)

1/13/2020
Replied with
receipt.

Lenette Beasley

From: noreply@covingtonky.gov
Sent: Sunday, January 12, 2020 5:32 PM
To: Board Application
Subject: Board Application Form Submission - covingtonky.gov
Attachments: Janet Creekmore resume.pdf; UDRB letter of interest.pdf

A new board application form was submitted. The details of the submission are below.

Boards/Commissions you wish to consider: Urban Design Review Board

First Name: Janet
Last Name: Creekmore
Middle Name: Leigh
County: Kenton
Home Address: 1090 Garrard Street, #9-204
City: Covington
State: Kentucky
Zip: 41011
Are you 18 years or older?: Yes
Party Affiliation: Democrat
Race:
Gender: Female
Occupation: Designer, Artist
Phone Number: (513) 607-5202
Email Address: janet@creativeyecandy.com
Current Employer: Unlimited Systems
Business Address: 5905 E Galbraith Rd #8000, Cincinnati, OH 45236

Education & General Qualifications

High School

Name of School: Worthington HS, Linworth Alternative
Did you Graduate: Yes

College/Other

Name of School: Northern Kentucky University and the University of Pennsylvania
Did you Graduate: Yes
Memberships in Organizations. (Indicate any public office currently held).: N/A
Have you ever been convicted of a felony?: No
If yes, please indicate charge, date and place.:
Please submit a current resume with the application.: Janet Creekmore resume.pdf
Signature - Explain:

By signing below, I understand the City of Covington may conduct a complete check on my background and do hereby authorize such an investigation.

E-Signature: Janet Creekmore

Date: January 10, 2020

JANET CREEKMORE

creative thinker, design leader

CONTACT

513-607-5202

hello@janetcreekmore.com

janetcreekmore.com

linkedin.com/in/janetcreekmore

SKILLS

Ideation and Design

Creative Direction

Adobe Creative Suite

Project Management

User Experience

Community Engagement

Installation Art

GRANTS & AWARDS

KENTUCKY FOUNDATION WOMEN

Artist Development Grant

2019

ARTSWAVE

Catalyzing Impact Grant

2017, 2018

GREAT MEADOWS FOUNDATION

Professional Development Grant

2017

CENTER GREAT NEIGHBORHOODS

Creative Community Grant

2017

PEOPLE'S LIBERTY

10K Project Grant

2015

EDUCATION

UNIVERSITY OF PENNSYLVANIA

Executive Certificate,

Arts and Cultural Strategy

NORTHERN KENTUCKY UNIVERSITY

BA, Graphic Design

Minor, Marketing

President, Students in Design

PROFILE

- Proactive and outgoing creative talent with 10+ years of design experience.
- Ability to identify opportunities, value and partnerships for positive outcomes.
- Deep interest in understanding how people interact and engage with things and spaces.

PROFESSIONAL EXPERIENCE

UX Designer, Design System Coordinator - Unlimited Systems

FEB 2019 - PRESENT, CINCINNATI, OH

Unlimited Systems is a revenue cycle management software company headquartered in Cincinnati.

My responsibilities include:

- Driving the development and communication of the new Design System.
- Working with the Development Team to implement a user-centered vision.
- Gathering and evaluating user requirements, UX principles, personas, journey maps, styles, patterns, components, libraries and assets.
- Creating clear design guidelines, bringing high-level design standards, practice, and aesthetics to all design solutions and executions within and beyond the software.

Creative Director - Eye Candy

1999 - PRESENT, CINCINNATI, OH

Eye Candy works with select retail, hospitality and restaurant clients to create memorable experiences through strong brand design and connection. Some examples include:

- Brand identity, positioning and marketing initiatives for the launch of a professional orchestra, drawing subscribers from a 150-mile radius.
- Coordinating and directing 5 location photography sessions, design and printing marketing collateral for 65K+ seat NFL stadium venue; doubling sales and bookings.
- Designing programs and amenities for moms resulting in increased local participation, visitors and spending by 15% in a tourist market for an open-air lifestyle center.

Studio Manager - Hoover Photography

1997 - 1999, CINCINNATI, OH

Commercial Photography Studio serving local and national grocery, toy, manufacturing, restaurant and retail accounts. My core activities included:

- Talent hiring, prop shopping, managing budgets, contracts, workflow and 50+ client relationships.
- Coordinating and managing 300+ location and studio photo shoots.

INTERESTS

Artist, Co-Founder, Program Director - POPP=D ART

2015 - PRESENT, CINCINNATI, OH

- Connecting organizations, businesses and people through art experiences in the Cincinnati region.
- Curates social media accounts, develops funding partnerships and grant writing.

Skater, Marketing Chair - Black-n-Bluegrass Rollergirls

2008 - 2013, WILDER, KY

- Created team's brand, communications strategy and marketing materials.
- Increased ticket sales by 38%, procured new venue, practice space and negotiated terms.
- Developed \$17K+ in free media & \$38K in sponsorships for the team.

Janet Creekmore

1090 Garrard Street, #9-204, Covington, KY 41011

513-607-5202

janet@creativeyecandy.com

January 10, 2020

Christopher Myers
Preservation & Planning Specialist
City of Covington, Department of Development Community Services
20 West Pike St, Covington, KY 41011

Dear Mr. Myers,

As a resident of Covington, I appreciate the open-mindedness and accessibility of the city officials and offices. The culture of the city is changing and I know there are big plans on the horizon.

As an artist and a designer, I solve problems and recognize opportunities differently than most people. My work in community building and civic projects has given me a compassionate perspective of public space and design.

I welcome the opportunity to be a part of the Urban Design Review Board for the City of Covington.

Warm thanks,


Janet Creekmore