

City of Dayton  
Memorandum

TO: Mayor and Council

FROM: City Administrator, Michael Giffen

RE: Monthly Report

DATE: May 31, 2018

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**Overview**

I spent the bulk of the month of May working on final changes to the budget and working with the City of Bellevue on the Fire Department's budget.

A new sidewalk was put in at Vine Street Park as part of our final steps to complete the park. With a grant that Bob received we will look to offset some of the costs of a nice fence at the park as well.

Some members of the Comprehensive Plan Committee spoke with patrons at the Memorial Day parade before the event to collect some baseline data we can use in the report. **A more detailed survey is available [HERE](#) and we will collect data on this for the next month.**

I attended two mandatory FEMA meetings, one in Louisville and another in Frankfort, to collect information on how to submit for reimbursement on some of our preventative maintenance costs associated with the flooding that occurred in late February.

Bob completed the "Service Transportation Northern Kentucky" grant so we will anxiously await the results of that this summer.

With the Memorial Day parade behind us Public Works will settle into their summary routines. We have offered someone the open full-time laborer position and we hope to start him as quickly as possible.

**Finance**

A draft of the budget was distributed to council last week and a first reading of the budget ordinance will be presented at the June council meeting. A pro-forma report has been sent to Van Gorder, Walker & Co., Inc. for review. This report shows a 5 year projections of city revenue and expenses to support the new city building project. We will need to complete Phase I of design before the report can be finalized.

## **Fire Department**

Former Fire Chief, Mike Auteri, has declined the Fire Chief's position. Both cities have agreed to readvertise for the position.

## **Economic Development/Grants/Etc.**

### **Manhattan Harbour:**

The precast for the garage at the Gateway Apartment site is now complete. The developers have indicated to me that the framing of the building should start in June and we will see some rapid growth to the project moving forward.

The Tapestry site is still waiting to close. There will be some ordinances related to the closing of old Dodd Drive that will come up at next week's council meeting that need to be executed before closing on the site.

There will be a Planning and Zoning meeting on June 6<sup>th</sup> and a new development phase and site plan at Manhattan Harbour is being presented for review. This project is being led by the group developing the Gateway Apartment site.

### **Riverfront Commons (Design Phase):**

Bidding packet is being finalized and should go out in the next few weeks.

### **Sidewalk Improvement Project (Design Phase):**

Waiting for GRW to complete the electrical portion of the sidewalk designs.

### **Sixth Avenue Lighting Project:**

All the lighting has been ordered and received. The contractors doing the sidewalk prep should start digging the trenches and laying conduit in the next few weeks. We hope to have everything installed by the end of June.

### **Homeland Security Camera Project:**

Reimbursement money has been received and the Grant is closed.

**Upcoming Meetings**

City Council Meeting – June 5<sup>th</sup>  
Planning and Zoning Meeting – June 6<sup>th</sup>  
Comprehensive Plan Meeting -

Respectfully Submitted,

Michael Giffen

## City Administrator's Council Meeting Report

**June 5, 2018**

\*Please note this is a tentative segment of the June 5, 2018 Council Meeting agenda that includes some of the topics, ordinances, orders and discussions I or others may be presenting. The topics below are not a full representation of the agenda. The official meeting agenda will be solidified at a later date. If you have any questions please don't hesitate to reach out to me.

1. City Building Design – Phase I
  - a. I will ask for a motion to proceed with Phase I Design for a new city building at a cost not to exceed \$35,000.00
  - b. The concerns that lead to this project being table have all been addressed and before we can ultimately project if we can move forward with construction we need to go through this phase to arrive at a building cost.
  
2. 2018-2019 Salt Bids
  - a. Morton Salt - \$92/ton
  - b. Cargill - \$150/ton

Other Topics for the meeting include:

1. **Ordinance (2nd Reading) – Franchise Creation Ordinance for Cable, Internet, and/or Telephone.** Kentucky Constitution Section 163 requires public utilities to obtain permission from municipal authorities prior to construction along, over, or under public right of ways and to maintain the same. Accordingly, the City franchises for cable, internet and telephone have not been updated in over twenty years (limit of franchise term per Kentucky Constitution 164). In addition, MCI/Verizon has approached the City wanting to construct additional utilities. This ordinance will allow for us to advertise for bids for each of these services and allow the providers to obtain approval from the Kentucky Public Service Commission. Once they have commission approval, each and any provider may submit a proposal to the City and any proposal the City desires to approve must be completed by ordinance. This process usually takes 6 to 12 months to complete. For your convenience, I have attached a document labeled franchise fee process that outlines this process.

2. **Ordinance (2nd Reading) – Amend Section 31.65.** This Ordinance amends the title of Main Street Manager to Economic Development Director. It does not make any changes to duties.
3. **Ordinance (2nd Reading) – Amend Employee Compensation Ordinance.** This Ordinance amends the Employee Compensation Ordinance by changing the title of Main Street Manager to Economic Development Director. No changes in pay, positions are being made to that position or any other.
4. **Ordinance (2<sup>nd</sup> Reading) – Adopt TIF.** This Ordinance adopts a Tax Increment Financing (TIF) district in favor of Redknot Holdings LLC for the Pottebaum Point Local Development Area. The area for the district as depicted in the TIF District and Local Participation Agreement encompass the majority of the block surrounded by O’Fallon, Tenth and Walnut. As Mr. Giffen and Counsel for Redknot Holdings LLC (Mr. Jim Parsons) have noted and negotiated, the pledge will be 50% of the City’s Incremental Revenues over a period of thirty (30) years.
5. **Ordinance (1st Reading) – Vacant Property Registration Fee.** After review and recommendation by committee, attached is the revised Vacant Property Registration Fee Ordinance. The only change is in the Section 157.04 of City Ordinances, titled Registration Fees to allow for two deferments of 180 days each and a third deferment of 90 days. In short, with the new ordinance, a property owner of vacant property would register and may defer paying the fee for a total time period of one year and three months. *\*\*\*\*As this question comes up from time to time, I have taken the time to further publicize that the fee is required in concert with other cities who have the fee by creating signs informing owners, title agents, etc., of the registration requirement/fee and placing the signs at the County Clerk’s Office and Courthouse. \*\*\*\**
6. **Ordinance (1<sup>st</sup> Reading) – Closure of Unimproved Portions of Front Street and Dodd Drive** – These unimproved paper streets are to be closed as part of the Manhattan Harbour Development. This has been reviewed and approved by the Planning Commission. As all the adjacent property is owned currently by City, unimproved portions would revert to City in whole.
7. **Ordinance (1<sup>st</sup> Reading) – Amend FY17/18 Budget** – This Ordinance is to amend the budget to move \$20,000 in park funds into a specific line item for the Vine Street Park.
8. **Ordinance (1<sup>ST</sup> Reading) – Adopt FY18/19 Budget** – Budget for Fiscal Year starting July 1, 2018 to June 30, 2018.

9. **Resolution – FEMA Agent Appointment** - This resolution appoints the City Administrator and the representative/agent for the City for purpose of obtaining federal financial assistance under Disaster Relief Act.