

City of Frankfort

Capital of Kentucky

815 West Second Street, P.O. Box 697
Frankfort, Kentucky 40602
(502) 875-8500

Where History Is Made Every Day!

Mayor
William I. May, Jr

Commissioners
Lynn Bowers
Tommy Z. Haynes
Robert E. Roach
Scott Tippett

10-24-18

SPECIAL MEETING CALL

I, William I. May, Jr. hereby call a Special Meeting of the Frankfort Board of Commissioners for Monday, October 29, 2018, at 5:00 p.m., in the Council Chamber of the Municipal Building, 315 West Second Street. This meeting will be in lieu of the Regular Meeting scheduled for Monday, October 22, 2018. All items on the agenda will be considered and action will be taken.

S/William I. May, Jr.
T/Mayor



Equal Opportunity Employer M/F/H
Equal Housing Opportunity 

AGENDA

SPECIAL REGULAR MEETING
BOARD OF COMMISSIONERS
315 WEST SECOND STREET
FRANKFORT, KY 40601
502/875-8500 ~ www.frankfort.ky.gov

October 29, 2018
5:00 PM

INVOCATION

REV. LOUIS NEWBY (RETIRED) - FIRST CORINTHIAN BAPTIST CHURCH

PLEDGE OF ALLEGIANCE

ROLL CALL

CITIZEN COMMENTS—PLEASE USE THE SIGN IN SHEET. INDIVIDUAL REMARKS ARE LIMITED TO FIVE MINUTES (AGENDA ITEMS ONLY)

Presentations:

Frankfort Police Department's Recognition of 2018 Graduating Class of the Citizen's Police Academy: Congratulations to George Stokes, Ranelle Mackey, Karen Stacy Mayne, Mary Jo Hackworth, Sherrel Applegate, Kim Zeigler, Christopher Zeigler, Mike Howard, Virgie See, Clint Applegate.

Introduction of ICMA Fellows: The City is hosting two ICMA Fellows this fall. Our Fellows for this round are Ms. Chantheany Mout from Cambodia and Ms. Oulavanh Sinsamphanh from Laos.

CONSENT CALENDAR

Items on the Consent Calendar are considered by the Board of Commissioners and will be enacted by one motion and one vote. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Consent Calendar and considered separately. The City Manager will read the items recommended for approval.

1. Minutes - September 10, 2018 Special Meeting; September 10, 2018 Work Session; September 24, 2018 Regular Meeting.

Attachments:	1. Minutes September 2018
Suggested Disposition:	Receive and File
	Approve

2. Rate changes for 2019 - Parks

The purpose of this memorandum is to provide the Parks Department's updated rates for the 2019 season. The Parks Board unanimously approved the changes to the 2019 rates. The changes are minor and not in all areas, just where the tax requirements have changed. The 2019 tax requirements state that a majority of recreational fees have to add a 6% increase, unless it is provided for educational or instructional purposes. The Department recommends these minor rate increases be approved to insure any deficit the extra taxes may cause will be covered. Once these changes are approved the new rates will be implemented effective January 1, 2019.

Attachments: 1. Memo - 2019 Rates
 2. 2019 RATES-Spreadsheet

Suggested Disposition: Receive and File
 Approve

3. Backflow Preventer Valve at 704 Brawner St. - Sewer

The purpose of this memo is to request approval from the City Commission for a backflow preventer valve to be installed at 704 Brawner St. and authorize the Mayor to sign all related documents. The Sewer Department has a backflow preventer valve program that allows customers to be reimbursed for a backflow valve based on the lowest bid. To qualify for this program, residents in the separate sanitary sewer system must have experienced a sewer backup at least once in the last five years and in the combined sewer system they automatically qualify. The customer requesting the valve must obtain 3 quotes from plumbers and will be reimbursed for the lowest bid. Christopher A. Tallon of 704 Brawner St. has experienced sewer backups and requested a backflow valve be installed. He has contacted 5 plumbers and has received 2 quotes in the amounts of \$1,200.00 (Whitehead Hancock), \$2,450.00 (Roto Rooter). He has also signed and returned a "Backflow Preventer Valve Agreement" which is to be signed by the Mayor and recorded. Funds are available in the 400.68.53295 account. The budget for this account is \$340,000 and as of July 31 this account had \$0 expensed and encumbered.

Attachments: 1. Memo 704 Brawner St.
 2. Quotes 704 Brawner St.
 3. Contract 704 Brawner St.

Suggested Disposition: Receive and File
 Approve

4. Professional Services Agreement with Coyle & Associates - Sewer

The purpose of this memo is to recommend the authorization of a Professional Services Agreement with Coyle & Associates for assistance with department projects in the absence of a Deputy Director of Collections. The plant has many projects that are either in construction, design or planning phase. With the departure of the Deputy Director of Collections, this has made those projects to be distributed among department staff that have a full plate of projects themselves. Elizabeth Coyle has an extensive knowledge of the City and its policies and she will be able to step in and help keep these projects to stay on schedule. She has worked with most of the engineering firms and contractors that are on these projects which will allow her to step in and work with everyone. Some of the projects were in the planning phase when she was still working for the City so her knowledge of these projects will help keep time at a minimum. We are requesting assistance in the form of 20 – 25 hours per week through the end of the year. The budget impact will be minimal as the Department has not been paying the salary for a Director and now with the resignation of the Deputy Director of Collections that will make up the difference of this Professional Services Agreement. Once the Contract is approved and signed, the Sewer Department will issue a Purchase Requisition in the amount of \$19,000.00 for a Professional Services Agreement with Coyle & Associates.

Attachments: 1. Memo for PSA with Coyle Associates
2. Professional Services Agreement_Coyle Associates

Suggested Disposition: Receive and File
Approve

5. AFG Grant Authorization - Fire

The purpose of the memo is to request the Board of Commissioners authorization to apply for the 2018 Assistance to Firefighters Grant (AFG) for the purchase of eight (8) ambulance Power Load cots and mounting equipment in the amount of \$281,680.00 and authorize the Mayor to sign all grant related documents. The AFG grant was developed to meet the firefighting and emergency response needs of fire departments and emergency medical service organizations. Since 2001, AFG has provided grant funding to first responders so they are able to obtain critically needed equipment, protective gear, emergency vehicles, training and other resources necessary in protecting the public and their emergency personnel from fire and other related hazards. This year, the Federal Government has provided \$315 million dollars for the 2018 grant cycle. The Fire Department has sought funding for this project for the last four grant cycles without success. There is no immediate budget impact for applying for the grant; however, should we be awarded the grant, the grant requires a ten (10) percent match of \$26,000.00. This would require a budget amendment if awarded prior to July 2019, otherwise the funds are anticipated being budgeted as a "Contingency" expenditure in the upcoming FY 19-20 budget cycle.

Attachments: 1. Memo AFG Grant

Suggested Disposition: Receive and File
Approve

6. Kentucky League of Cities Insurance Services - Addendum to Rate Stabilization Agreement for Property and Liability Accounts - Legal

Attachments: 1. Kentucky League of Cities Insurance Services Rate Stabilization Agreement

Suggested Disposition: Receive and File
Approve

7. Purchase 4X4 Support Truck - Transit

Transit Division of Public Works requests the Commission's approval to purchase a 2019 Dodge Ram 1500 ½ ton pickup truck from Jeff Wyler Chrysler and to authorize the Mayor to sign all related documents. Frankfort Transit was awarded under the 5339 (b) Grant in FY 17 to purchase a ½ ton 4X4 Support Truck. The grant amount that was rewarded was \$35,000. The purchase of the new truck would replace the current support truck, a 2003 Ford F-150 with 133,825 miles which has been designated for surplus. The current support truck was transferred to Transit from Sewer Department. The support truck is used by Transit to transport the mechanic and parts for repairs, as well as to transport passengers and employees in emergency situations. On October 8, 2018 the City of Frankfort received two bids to purchase a ½ ton 4X4 truck. The two bids are as follows:

1. Jeff Wyler Chrysler- \$26,832
2. Gillie Hyde Ford- \$30,186

KYTC has approved Transit's request to purchase from the lowest bidder, Jeff Wyler Chrysler. Funds to purchase the Dodge Ram would initially come from the Capital Improvement Account and the cost would be 100% reimbursed via Section 5339(b):KY-2017-003-00;C390317111, ALI Code 11.12.15.

Attachments: 1. Memo 4X4 Support Truck
Suggested Disposition: Receive and File
Approve

8. Sustainable Strategies DC Contract renewal - City Manager

The purpose of this memorandum is to provide an update on the work performed by Sustainable Strategies DC and to discuss next steps to secure future State and Federal funding for city projects. In reviewing our grant needs with Sustainable Strategies DC, they charge between \$6,000 - \$10,000 per grant to assist with preparing and submitting grants. Sustainable Strategies DC has agreed to assist the city of Frankfort to provide grant writing, advocacy and monitoring of our grant status for a fee of \$6,000 per month. I am recommending that the Board of Commissioners consider extending our contract with Sustainable Strategies DC through October 2019 to provide these services to pursue the grant opportunities identified above and others where we would be considered highly competitive based upon a review of potential projects. The requested action is for the Board of Commissioners to review the attached information and provide direction on extending our contract with Sustainable Strategies DC through December 2019.

Attachments: 1. Memo - Sustainable Strategies Contract Renewal
2. Memo - Success Sustainable Strategies
Suggested Disposition: Receive and File
Approve

9.

Personnel Action	Employee	Department	Date	Position
Appointment	Zach McCain	Fire	10/30/18	Firefighter II
Appointment	Chris McKinney	Solid Waste	10/9/18	Tech II
Resignation	Deron Rambo	Police/E911	10/15/18	E911 Manager Authorize payment accrued leave
Resignation	Dylan Woods	Police	10/8/18	Patrol Officer I Authorize payment of accrued leave

Permission to make up to seven (7) conditional offers of employment for the position of Firefighter/EMT Recruit. The request to make these conditional offers of employment is contingent upon successful completion of background, medical, psychological, polygraph, and drug screen examinations by each candidate. Seven new hires will take staffing to 85. Start dates in January are anticipated.

Attachments: 1. Deron Rambo letter of resignation
2. Dylan Woods letter of resignation

Suggested Disposition: Receive and File
Approve

BOARDS

1. Board of Park Commissioners - Appointment of Kevin Breeck (replacing Jeff Howard) expiring 5-1-22.

Attachments: 1. Kevin Breeck - Board of Parks Commissioners - Mayor's letter, resume & application

Suggested Disposition: Receive and File
Approve

2. Urban Forestry Advisory Board - Appointment of Daniel Walker (replacing Jean Henry) expiring 5-8-22.

Attachments: 1. Daniel Walker - Forestry Advisory Board - Mayor's letter, resume & application

Suggested Disposition: Receive and File
Approve

3. Urban Forestry Advisory Board - Appointment of Justin Rome (replacing Rebecca Bishop) expiring 5-8-20.

Attachments: 1. Justin Rome - Forestry Advisory Board - Mayor's letter, resume & application
Suggested Disposition: Receive and File
Approve

ACTION ITEMS

These are items where discussion is held by the City Commission. Items such as Ordinances, Orders and Resolutions are discussed under this section of the agenda. Public comments are not allowed except as authorized by the Mayor

1. First Reading

AN ORDINANCE AMENDING SECTION 37.32 OF THE CITY OF FRANKFORT CODE OF ORDINANCES RELATING TO SALARY SCHEDULES; PAY GRADE STRUCTURE.

Summary: This ordinance amends Section 37.32 of the City of Frankfort Code of Ordinances relating to Salary Schedules; Pay Grade Structure by amending the salaries set forth in Salary Schedule Q referenced in Section 37.32(C) by 1.0% to match the cost of living increase issued by the City of Frankfort in July of 2018 to adjust for inflation and improve hiring recruitment competitiveness. The effective date for the amendment to Salary Schedule Q is December 2, 2018.

Attachments: 1. Ordinance Salary Schedule Q
2. Copy of COF SALARY SCHEDULE Q
Suggested Disposition: Receive and File
Adopt Ordinance

2. First Reading

AN ORDINANCE AMENDING THE CITY OF FRANKFORT CODE OF ORDINANCES, SECTION 37.31 RELATING TO THE EMPLOYEE CLASSIFICATION AND COMPENSATION PAY PLAN.

Summary: This ordinance amends Section 37.31(E) of the City of Frankfort Code of Ordinances establishing the chart specifying City employee job titles and pay grades to change the titles of various positions within the Department of Planning & Community Development as follows:

- Code Enforcement Technician has been changed to Neighborhood Technician;
- Code Enforcement Inspector I has been eliminated;
- Code Enforcement Inspector II has been changed to Neighborhood Inspector;
- Code Enforcement Supervisor/Building Inspector has been eliminated;
- Code/Building Inspection Supervisor has changed to Neighborhood Inspection Supervisor;
- Building Inspector III has been changed to Senior Building Inspector;
- Electrical Inspector II has been changed to Senior Electrical Inspector;
- Staff Planner I has been changed to Community Planner;
- Staff Planner II has been changed to Senior Community Planner

Attachments: 1. MEMO Job Title Changes
2. Ordinance Planning Community Development

Suggested Disposition: Receive and File
Adopt Ordinance

3. First Reading

AN ORDINANCE AMENDING SECTION 37.35 OF THE CITY OF FRANKFORT CODE OF ORDINANCES RELATING TO PAY FOR FIREFIGHTER PARAMEDIC INCENTIVES. Summary: This ordinance amends Section 37.35 of the City of Frankfort Code of Ordinances to adjust the annual paramedic incentive for members of the Fire Department up to and including the rank of Sergeant, who attain and maintain Kentucky licensure as a paramedic and are authorized by the department and its medical director to function in a paramedic capacity, from \$4,000 to \$2.64/hr (\$5,500 annually); and to provide that members of the Fire Department at the rank of Captain or above who maintain the required licensure and authorization will still receive an incentive of \$1.92/hr (\$4,000 annually). The amendment also deletes outdated language that conflicts with more recently enacted ordinances.

Attachments: 1. Memo Paramedic Incentive
2. Ordinance Paramedic Incentive Pay

Suggested Disposition: Receive and File
Adopt Ordinance

4. Kentucky Office of Homeland Security (KOHS) Memorandum of Understanding (MOU) - Legal
The purpose of this memorandum is to provide information regarding the request from the Kentucky Office of Homeland Security (KOHS) to execute a Memorandum of Understanding between the City and KOHS to allow KOHS to utilize 2018 federal Homeland Security Grant Program Funds for support of the Kentucky Intelligence Fusion Center. KOHS has submitted a letter and accompanying documents requesting the City to enter into an MOU to allow KOHS to utilize and retain federal Homeland Security Grant Program (HSGP) funds for the state Kentucky Intelligence Fusion Center. In its letter, KOHS indicates that the HSGP will provide \$308,400 in funding to KOHS, which will allow the office to continue its intelligence operations, including training and other emergency management preparedness functions to local first responder agencies as well as public and private sector partners in the state.

Attachments: 1. Memo KOHS Grant MOU
2. Letter from KOHS
3. KOHS MOU

Suggested Disposition: Receive and File
Approve

5. Surplus Property and Order - Sewer

The purpose of this memo is to recommend the surplus of five vehicles, one utility trailer, one backhoe attachment and to authorize the Mayor to sign all related documents. The Sewer Department has been evaluating the value of each piece of equipment so that department will run more efficiently. Staff has evaluated vehicles and determined our department has 5 vehicles, 1 utility trailer and a ram-hoe attachment for a backhoe. The vehicles that have been identified are 3 pickup trucks, 1 utility truck and 1 SUV. All of these vehicles are over 12 years old and they are rarely used for the day to day operations of the department. The trailer has not been used for 4 years and the ram-hoe has not been used for 5 years. I recommend that the Commission declare the above listed equipment as surplus and allow the Finance Department to sell the items.

Attachments: 1. Memo for Surplus Equipment October 2018
2. Sewer Order

Suggested Disposition: Receive and File
Adopt Order

6. Surplus 2002 Ford Expedition and Order - Police Department The purpose of this memo is to request the surplus of one (1) 2002 Ford Expedition and to authorize the Mayor to sign all related documents. This vehicle will be sold through online auction. This vehicle was awarded to the police department by the courts through a Federal seizure in 2004. It has had many uses over the 14 years that it has been assigned to FPD, including as an undercover vehicle, and most recently, transporting dispatch to the city tower sites and trainings. Currently, it needs more repairs than would be financially responsible to make, to include a new transmission. Dispatch has already approved the purchase of new vehicle. The repair cost and the last known mileage, currently not showing, make this vehicle not worth repair.

Attachments: 1. Memo - 2002 Ford Exp Surplus
2. Order 2002 Ford Exp Surplus Property

Suggested Disposition: Receive and File
Adopt Order

7. East Main Street Property Contract- Fire

The purpose of this memo is to request the Board of Commissioners approve a contract with the Franklin County Fiscal Court for \$225,000.00 for the purchase of real property located at 231 East Main Street and authorization of the Mayor to sign all related documents.

In July 2017, the Board of Commissioners contracted with Brandstetter Carroll, Inc. (BCI) to complete an Assessment Report for City Hall and Fire Station No. 1 with specific intent to study and identify future facility needs for Frankfort Fire Station No. 1 and provide recommendations for either a renovation of the existing or a potential new facility. On June 25, 2018, BCI presented their study findings to the Board of Commissioners regarding the fire station assessment ultimately recommending we consider relocating Fire Station No. 1 determined as the existing site would accommodate neither a renovation/addition of the existing facility nor a replacement facility to meet the current or future needs.

Site selection for the future relocation of Fire Station No. 1 was subject to intense scrutiny during the assessment process. BCI and the Fire Chief review developed fourteen (14) different site concepts across approximately nine different site locations. Site selection recommendations took into account factors such as site size, location, response times, cost, site restrictions, utilities, soils, and community/citizen impact. Also, each of the nine sites were evaluated for ownership, current values, response and responder locations, the potential for future expansion, and possible environmental conditions. The top two most ideal sites being 231 East Main Street (Site 1) and the corner of 2nd Street & Shelby Street St. (Site 2). Site 1 reaches further south and southeast, while maintaining an overlap with Stations 2, 3, and 4 in the four and eight-minute response area. Site 2 will have increased difficulty of acquisition, less desirable vehicle flow, and a potential of increased disruption to surrounding citizenry.

After taking the above information into consideration and direction received during the June 25, 2018 closed session regarding site acquisition, it is my recommendation that we finalize acquisition of 231 East Main Street. This site is ranked as the most ideal as it maintains a current four (4) minute response time to South Frankfort, improves response to areas to the South and South East. Under direction given by the Board of Commissioners, the City of Frankfort made an official offer to purchase this property on September 19, 2018. As of the morning of September 25, 2018 the Franklin County Fiscal Court accepted our offer of \$225,000.00.

Attachments: 1. Memo Old Health Department Acquisition
Suggested Disposition: Receive and File
 Approve

8. War Mothers Memorial Bridge Placard Maintenance and Resolution - Public Works

Public Works is requesting that the City Commission approve a resolution adopting and approving the execution of a Memorandum of Agreement with the Kentucky Transportation Cabinet for fixed reimbursement of cost for maintenance on the bronze placards on the War Mothers Memorial Bridge (Capital Avenue Bridge) and authorize the Mayor to sign related documents. There are two bronze placards on the bridge that detail information on when the bridge was built, the name of the Governor, and to whom the bridge is dedicated. These placards are in need of maintenance. KY Trust for Historic Preservation, Inc. Director Eric Whisman obtained a quote from a restorationist in Lexington to remove the placards, perform maintenance and restoration on them, and then reinstall them on the bridge. Since the bridge is a state-maintained structure, KYTC was approached regarding this maintenance. KYTC has agreed to reimburse the City of Frankfort up to \$5,000 (the quote is for \$4,815) for the proposed maintenance project.

Attachments:

1. Memo for bronze placard
2. Letter from Secretary Thomas - Bridge Placard
3. Agreement between KYTC & City of Frankfort - Bridge Placard
4. Quotes - Bridge Placard
5. Resolution

Suggested Disposition: Receive and File
Approve
Adopt Resolution

9. Sewer Department General Operations Update - Kenny Hogsten

Attachments: None
Suggested Disposition:

10. Current Frankfort Plant Board Appointment - Commissioner Robert Roach

Attachments: None
Suggested Disposition:

CLOSED SESSION

CLOSED SESSION PER KRS 61.810(1)(b) PROPERTY - DELIBERATIONS ON THE FUTURE ACQUISITION OF REAL PROPERTY RELATED TO DOWNTOWN DEVELOPMENT WHEN PUBLICITY WOULD BE LIKELY TO AFFECT THE VALUE OF THE PROPERTY.

Attachments: None
Suggested Disposition:

ADJOURNMENT