

Revised 6-19-15

AGENDA

REGULAR MEETING
BOARD OF COMMISSIONERS
315 WEST SECOND STREET
FRANKFORT, KY 40601
502/875-8500

JUNE 22, 2015
5:00 P.M. (EDT)

1. INVOCATION

Associate Pastor Glenn Spaulding, St. John A.M.E.

PLEDGE OF ALLEGIANCE

ROLL CALL

MINUTES

May 11, 2015 Work Session; May 11 2015, Special Meeting; May 18, 2015 Special Regular Meeting; May 18, 2015 Special Meeting - Personnel Hearing

2. CEREMONIAL ITEMS

- 2.1 Presentation – Frankfort Police Department’s Recognition of 2015 Graduating Class of the Citizen’s Police Academy. Congratulations to Sharon D. White, Gerry Gordon-Brown, Joe Hayes, Cecelia Hayes, Martin R. Green, Gayle A. Sutherland, Tanya E. Monsanto, Gerald W. Hoppmann, Nancy S. Atcher, Mary Pat Hankla, Lori T. Bishop, Amber L. Hager, Matt Wilburn, Corey Bellamy, Nocomis Miner, Debray Bowman

3. CITIZEN COMMENTS

4. ORDINANCES

- 4.1 **SECOND READING:** An Ordinance to increase the E-911 landline surcharge to \$2.00 per month

Purpose: To increase revenue for E-911 to meet the demands of required upgrades and technology

Background: The operation of Frankfort E-911 depends greatly on the 911 surcharge that is placed on landline telephones. The current rate is \$1.00 per month and has not been updated since 2001. Since this surcharge is only applied to landline telephones there has been a steady decrease in revenue due to the fact that a majority of people now depend solely on a mobile device. The other issue is an increase in operating expense to E-911 due to required technology and equipment upgrades to meet the requirements of Next Generation 911 and a predominately wireless population.

This Ordinance had its first reading on May 18, 2015.

Financial Analysis: The increase should generate approximately \$312,000 annually for the E-911 fund based on approximately 26,000 landlines in Frankfort / Franklin County.

Recommendation: Approval of an ordinance change to \$2.00 per landline phone per month.

Attachments:

- Ordinance
- Ordinance No. 13, 2001 Series
- Surcharge listing of all KY counties

Contact Person:

Name: Deron Rambo
Title: E-911 Director
Department: Police
Phone: 502/352-2064
E-mail: drambo@frankfort.ky.gov

4.2 SECOND READING: An Ordinance amending Section 37.14.B.1, Vacation Leave of the City of Frankfort Code of Ordinances.

Purpose: To amend Section 37.14.B.1 of the Code of Ordinances to state that, effective 1/1/16, vacation payouts at time of separation may not exceed the carry over limits currently established.

Background: City Ordinance has established maximum payouts at time of employment separation for holiday leave and compensatory leave but not for vacation leave. With vacation leave, ordinance establishes maximum vacation hours that may be carried over from one year to the next. As a result, an employee leaving in December could receive a maximum of 468 hours (11.7) weeks of vacation pay out and the same employee would receive 300 hours (7.5 weeks) if he or she stayed a month longer and left in January. Amending the ordinance to state that vacation payouts at time of separation may not exceed the carry over limits will keep the maximum vacation payout consistent throughout the year, regardless of the month an employee leaves employment. It will also cap the maximum pay out of vacation leave at 300 hours.

As already established, any vacation amounts over the limits will be converted to sick leave. The existing carry over limits and proposed pay out limits are shown below:

<u>Years of Service</u>	<u>Vacation Hours</u>	<u>Equivalent in Weeks</u>
Less than 10 years of service	240 vacation hours	6 weeks
10 to 20 years of service	270 vacation hours	6.75 weeks
More than 20 years of service	300 vacation hours	7.5 weeks

In order to provide employees ample notification and the opportunity to plan accordingly, a 1/1/16 effective date is requested.

This Ordinance had its first reading on May 18, 2015.

Financial Analysis: Cost decrease. 2014 data shows that 92% of departing employees did not receive vacation pay outs in excess of the carry over limits established. Therefore, the impact is modest.

Recommendation: Approval

Attachment:

- Ordinance

Contact Person:

Name: Kathy Fields
Title: Human Resources
Department: HR/City Manager
Phone: 502/875-8500
Email: kfields@frankfort.ky.gov

4.3 FIRST READING: Approval of a zone map Zone Map Amendments from Residential “C” District – “RC” to Limited Commercial District – “CL” for a .293-acre parcel of property located at 107 Lyons Drive and a .292-acre parcel of property located at 106 Lincoln Drive, and a Zone Map Amendment from Highway Commercial – “CH” to Limited Commercial District – “CL” for a .65-acre parcel of property located at 289 Versailles Road for the purpose of constructing a commercial business and to consolidate all properties into one tract. The properties are more particularly described as PVA Map #s 085-22-03-017.00, #085-22-03-020.00 and 085-22-03-018.00.

Purpose: Approval of the recommendation of approval by the Frankfort/Franklin County Planning Commission concerning a zone map amendment by the City of Frankfort, on behalf of All Points Development and Samuel N. and Gayle Koellein, Marvin C. Wiley, Jr. and Swifty Oil Co., LLC , who are requesting approval of a zone map amendment from Residential “C” District – “RC” to Limited Commercial District – “CL” for a .293-acre parcel of property located at 107 Lyons Drive and a .292-acre parcel of property located at 106 Lincoln Drive, and a Zone Map Amendment from Highway Commercial – “CH” to Limited Commercial District – “CL” for a .65-acre parcel of property located at 289 Versailles Road.

Background: KRS requires that a public hearing be held by the Planning Commission and that the Planning Commission’s recommendation be forwarded to the Local Government for zone map amendments.

Should the City Commission desire to not follow the Planning Commission’s recommendation, then the item is to be tabled and a request for a verbatim transcript of the Planning Commission meeting be made. The transcript should be obtained before the item can be heard by the City Commission. The City Commission will then be required to make their own findings of fact based on the verbatim transcript or hold its own public hearing and then make findings of fact. Any action by the City Commission is to be limited to only the findings and testimony given during the Planning Commission hearing and no additional evidence or testimony is to be received unless a new public hearing is held by the City Commission.

On May 21, 2015, the Frankfort-Franklin County Planning Commission held a public hearing to consider a zone change request for this property. The public hearing was closed and the item was tabled in order for a summary of the testimony to be prepared.

On June 11, 2015, the Planning Commission removed the item from the table, adopted the summary, then approved and adopted eight (8) findings of fact, and then a motion to recommend approval of a zone map amendment based on **findings of facts #2 through #7 was made. The motion passed by a vote of 5-4.**

The effective date was indicated that it would take effect upon the closing of the properties.

Financial Analysis: Not Applicable

Recommendation: I recommend that the City Commission approve the recommendation of approval by the Frankfort/ Franklin County Planning Commission for a zone map amendment, from Residential “C” District – “RC” to Limited Commercial District – “CL” for a .293-acre parcel of property located at 107 Lyons Drive and a .292-acre parcel of property located at 106 Lincoln Drive, and a Zone Map Amendment from Highway Commercial – “CH” to Limited Commercial District – “CL” for a .65-acre parcel of property located at 289 Versailles Road based on the supported Findings of Fact #2-#7.

Attachments:

- Rezoning Ordinance
- Legal Description of property to be rezoned
- Adopted Findings of Facts
- Staff Report reviewed by the Frankfort/Franklin County Planning Commission
- Summary of Public Hearing May 21, 2015
- Planning Commission minutes from May 21, 2015
- Minutes from the June 11, 2015 meeting will be made available upon completion

Contact Person

Name: Gary Muller
Title: Director of Planning and Building Codes
Department: Planning and Building Codes
Phone: 502/875-8500
E-mail: gmuller@frankfort.ky.gov

4.4 FIRST READING: Adoption of an Ordinance to Amend the City of Frankfort’s Code of Ordinances – Chapter 152 – by amending the City of Frankfort’s Zoning Regulations - by amending Article 13 – Table 13.2, Standards for Exempt Signs, footnote “h”, and Section 13.18.3, Additional Provisions. The text amendment includes amending timeframes for banners within national historic districts as an incentive and to allow combined fascia signage associated with a signage plan or development plan.

Purpose: To amend the City’s Zoning Ordinance as recommended and previously encouraged by the City Commission by asking staff to consider changing the timeframes for banners within national historic districts and to permit combined fascia signage on a combined building corner, with an approved signage plan or development plan.

Background: The City Commission has recently established several goals to achieve this year. One of those goals is to enhance redevelopment of downtown, and provide more flexibility in an effort to stimulate redevelopment and investment within both the city and within our historic districts. At the request of the City Manager and a citizen, staff drafted an amended text change relating to signage and presented them to the Zoning Update Committee.

On February 24, 2015 and on April 27, 2015, the Zoning Update Committee reviewed the proposed text amendments, provided changes to the text, and then recommended the proposed text amendment to be forwarded to the Planning Commission.

On May 21, 2015, the Frankfort/Franklin County Planning Commission held a public hearing, closed the public hearing, approved the report as the summary, and voted unanimously for approval to recommend to the City of Frankfort’s Board of Commissioners to approve the proposed text amendment.

Financial Analysis: none

Recommendation: I recommend that the City Board of Commissioners approve the attached proposed Ordinance as unanimously recommended by the Frankfort/Franklin County Planning Commission.

Attachments:

- Ordinance
- Staff Report reviewed by the Frankfort/Franklin County Planning Commission.
- Planning Commission minutes from May 21, 2015

Contact Person:

Name: Gary Muller
Title: Planning and Building Codes Director
Department: Planning
Phone: 502/352-2100
Email: gmuller@frankfort.ky.gov

5. ORDERS - NONE

6. RESOLUTIONS

6.1 A Resolution to authorize the submission of a full application for Homeland Security Grant Funds and authorize the Mayor to sign all grant-related documents.

Purpose: The City of Frankfort would like to apply for funding to purchase a Robotex Avatar III, this is a life-saving tool that will prevent citizens, police officers, and fire personnel from being exposed to hazardous conditions, both from potentially dangerous suspects and hazmat situations by giving the police department the ability to see and hear without getting too close to the situation before the scene is safe. Staff is asking permission to submit a full application and to give the Mayor authority to sign all grant related documents. Cost for the Robotex Avatar III is \$62,572.60.

Background: The Kentucky Office of Homeland Security is requesting full applications for 2015 Homeland Security Grant funds and the city would like to apply for funding. Staff would like to apply for funding to purchase a Robotex Avatar III, this is a life-saving tool that will prevent citizens, police officers, and fire personnel from being exposed to hazardous conditions, both from potentially dangerous suspects and hazmat situations by giving the police department the ability to see and hear without getting too close to the situation before the scene is safe. Staff is asking permission to submit a full application and to give the Mayor authority to sign all grant related documents. Cost for the Robotex Avatar III is \$62,572.60. The funding does not require a match from the city.

Financial Analysis: There is no match requirement from the city.

Recommendation: Approval

Attachments:

- Resolution

Contact Persons:

Name:	Jeff Abrams	Rebecca Hall
Title:	Chief	Community Relations/Grants Manager
Department:	Police Department	City Manager
Phone:	502/352-2042	502/352-2076
E-mail:	jabrams@frankfort.ky.gov	rhall@frankfort.ky.gov

- 6.2 A Resolution to consider authorizing an agreement with the Bluegrass Area Development District to administer a Community Development Block Grant for the Benson Creek Sewer Separation Project for \$35,500.00.

Purpose: To authorize an agreement with the Bluegrass Area Development District to administer a Community Development Block Grant for the Benson Creek Sewer Separation Project.

Background: The City of Frankfort accepted a Community Development Block Grant for the Benson Creek Sewer Separation Project. The Bluegrass ADD aided in gathering information, writing the grant application and will be responsible for certain aspects of the project. The contract is not to exceed \$35,500.00 this is based on the budget from the Department for Local Government. The grant agreement includes \$35,500.00 for administration of the grant. CDBG's are very complicated and require almost constant monitoring, therefore, the ADD is heavily involved in this grant.

Financial Analysis: The total grant award is \$529,000.00. Of this award amount \$35,500.00 is for grant administration and this funding is on top of the regular grant. The Department for Local Government determines the amount. This will not impose any additional out of pocket costs to the City.

Recommendation: Approval

Attachments:

- Resolution

Contact Person:

Name:	Betsy Laski	Rebecca Hall
Title:	Staff	Grants Manager
Department:	BGADD	City Manager
Phone:	859/269-8021	502/875-8500
Email:	Blaski@bgadd.org	rhall@frankfort.ky.gov

- 6.3 A Resolution to authorize the submission of a full application of Homeland Security Grant Funds and authorize the Mayor to sign all grant-related documents (Fire Department).

Purpose: To authorize the submission of a full application of Homeland Security Grant Funds.

Background: The City of Frankfort would like to apply for funding to purchase a trailer and equipment to be used after a natural disaster. The trailer would include chain-saws, trash pumps, safety equipment and other commonly needed items after a natural weather event. Staff is asking permission to submit a full application and to give the Mayor authority to sign all grant related documents. The cost of the equipment is not expected to exceed \$24,000.

Financial Analysis: Cost of project to be covered by the Homeland Security Grant funds.

Recommendation: Approval

Attachments:

- Homeland Security Resolution

Contact Person:

Name: Eddie Slone
Title: Fire Chief
Department: Fire
Phone: 502/875-8511
Email: eslone@frankfort.ky.gov

7. **CONSENT CALENDAR**

Items on the Consent Calendar are considered to be routine 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.

- 7.1 To declare eight (8) Ford Crown Victoria's, four (4) Ford Taurus's, and their equipment surplus to approve trade of these surplus vehicles to Paul Miller Ford for a \$13,000.00 credit toward the purchase of a budgeted new unmarked vehicle or up-fitting for budgeted newly purchased patrol vehicles. Also, to authorize the Mayor to sign all related documents (Police Department).

Purpose: The Police Department has twelve (12) vehicles and their obsolete equipment that are in disrepair and are no longer needed. Paul Miller Ford has assessed the vehicles and agreed to exchange a \$13,000.00 trade value toward the purchase of a new budgeted vehicle or up-fitting for budgeted newly purchased patrol vehicles.

Background: Eight (8) Ford Crown Victoria's, four (4) Ford Taurus's are no longer needed and are in disrepair. The equipment that was installed in the vehicles such as safety partition, console, siren control and light bar are all obsolete since Ford is no longer building the Crown Victoria style of vehicle. The city surplus of vehicles last year yielded a higher dollar rate per vehicle than traditional auctions. Traditionally, auction of vehicles in similar condition have brought less than \$1,000.00 each. This estimate is true for this request as well. In 2014 the trade allowed for the purchase of both a new Ford Explorer and Taurus with reduced out of pocket funds. This trade will afford the same benefit for the possible purchase of a budgeted unmarked vehicle or toward the up-fit of budgeted newly purchased patrol vehicles.

Financial Analysis: Trade allowance of \$13,000.00 to Paul Miller Ford to offset the purchase cost of a budgeted unmarked vehicle or up-fitting for budgeted newly purchased patrol vehicles.

Recommendation: Approval of surplus of twelve (12) vehicles and associated equipment.

Attachments:

- Itemized list of surplus vehicles and their associated obsolete equipment

Contact Person:

Name: Robert Warfel
Title: Major
Department: Police Department
Phone: 502/352-2069
Email: rwarfel@frankfort.ky.gov

- 7.2 To authorize the purchase of three (3) 2016 Ford Police Interceptor Utility patrol vehicles (Police). Also, to authorize the Mayor to sign all related documents (Police Department).

Purpose: Request approval to purchase three (3) 2016 Ford Police Interceptor Utility patrol vehicles utilizing funds from FY 2014-2015 budget.

Background: Over the past several years, the number of patrol vehicles purchased annually has been significantly reduced due to financial cutbacks. This has had a direct impact on the overall age of the fleet and subsequently the cost of repairs and operating expense. Due to the savings in the FY 14-15 budget and the desire to present a balanced FY 15-16 budget, the costs of acquiring replacement patrol vehicles are being spread over two budget periods.

Financial Analysis: The cost per vehicle on State Contract is \$28,019.00. The cost of total up-fit (stripping, equipment etc.) is \$15,282.15 per vehicle. This brings the total cost of each of the three (3) requested vehicles to \$43,301.15 per vehicle. The total cost of this vehicle purchase request is \$129,903.45 Please note that although the price quote for up-fitting is from Paul Miller Ford, the cars will be purchased from Crossroads Ford under State Price Contract. Funds are available in Account No. 100.43.54315.

Recommendation: Approval

Attachments:

- Crossroads Ford Lincoln – Sales Quotation
- Line item quote from Paul Miller Ford for complete up-fitting
- Image of stripped exterior view of proposed vehicle.

Contact Person:

Name: Robert Warfel
Title: Major
Department: Police Department
Phone: 502/352-2069
Email: rwarfel@frankfort.ky.gov

- 7.3 To consider approving a Sewer Extension Contract with Frankfort Plant Board for a proposed sewer extension to service the new office building on Sower Boulevard in Frankfort, Kentucky and to authorize the Mayor to sign all documents related to the contract (Sewer Department).

Purpose: To approve a contract with Frankfort Plant Board for a proposed sewer extension to service the new office building on Sower Boulevard in Frankfort, Kentucky and to authorize the Mayor to sign all documents related to the contract.

Background: Anyone intending to extend sewers that connect to the City Sewer system must enter into a contract with the City that spells out certain commitments that the Developer must comply with. Some of these commitments include:

- All sewers must be designed and installed in accordance with both the Kentucky Division of Water and the City of Frankfort Sewer Department standards;
- Upon completion of the project as-built drawings, signed and sealed by the engineer, must be submitted to the Sewer Department prior to final inspection and testing;
- The Developer retains ownership and is responsible for all maintenance for a period of one year from completion of construction;
- The City has the right to make connections to the system installed to make additions or further extensions of the sewer without obligation to the Developer.

The Developer intends to extend the existing sanitary sewer system to this piece of property for future development speculation.

Sanitary sewer plans and specifications have been prepared and submitted to the Department for review and approval. The Division of Water will review the sanitary sewer plans and specifications after City Commission approval. Final acceptance is contingent upon completion of the 30-day waiting period for testing after construction is completed and satisfactorily passing all tests.

Financial Analysis: Additional customers added by this sewer extension will increase revenue.

Recommendation: Approval

Attachments:

- Sewer Extension Contract (Under City Attorney Review)

Contact Person:

Name: William R. Scalf, Jr., P.E.
 Title: Director
 Department: Sewer
 Phone: 502/875-2448
 Email: wscalf@frankfort.ky.gov

7.4 Approval of a construction contract to Kenney Inc. for construction of a new pump station, approximately 550-feet of 8-inch gravity line and 272-feet of 8-inch force main and to authorize the Mayor to sign all documents related to the project (Sewer Department).

Purpose: To award a construction contract to Kenney Inc. for construction of a new pump station, approximately 550-feet of 8-inch gravity line and 272-feet of 8-inch force main and to authorize the Mayor to sign all documents related to the project.

Background: The Sewer Department received bids on June 2 for construction of a new pump station and approximately 550-feet of 8-inch gravity line and 272-feet of 8-inch force main along Reilly Road. This will replace the current station that was brought on line January 1995. This station has reached its 20 year design life and is also under capacity. This project is listed by name in the Consent Judgement and is an active SSO.

We received 3 bids and Kenney Inc. was determined to be the lowest responsible bidder at \$541,214.00. The other bids received were Basham Construction for \$835,000.00 and Smith Contractors Inc. for \$743,128.00. The Engineer's estimate was \$600,000.00.

This project will mitigate one SSO for the Consent Judgment.

Financial Analysis: Funds are available in Sewer Account No. 300.68.54390. The budget for this account is \$12,005,000 and as of April 30 this account had \$3,102,280 expensed or encumbered.

Recommendation: Approval

Attachments:

- Bid Tab
- Engineer's Recommendation Letter
- Map of Project Area

Contact Person:

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@frankfort.ky.gov

7.5 To authorize approval of Amendment #6 to the engineering contract with DLZ Kentucky, Inc. for additional Construction Administration and Resident Observation Services and authorize the Mayor to sign all documents related to the project (Sewer Department).

Purpose: The purpose of this item is to consider approving Amendment #6 to the contract with DLZ Kentucky, Inc. for additional Construction Administration and Resident Observation Services for the Myrtle Ave Phase 1 project designed to rehabilitate existing sewers in order to eliminate two sanitary sewer overflows and authorize the Mayor to sign all document related to the project.

Background: In May 2010 the Sewer Department entered into a contract with DLZ Kentucky to perform an evaluation of the elimination of two sanitary sewer overflow points on Myrtle Avenue. The result of that evaluation was a determination that the overflows could be eliminated through rehabilitation of existing sewer lines. The first phase of the construction project was bid and is under construction, while the second phase of the project has already been completed.

The Sewer Department would like to amend the existing contract with DLZ Kentucky to include additional Construction Administration and Resident Observation Services required due to delays in the contract completion date by the Contractor, leading to more intense involvement from DLZ's project manager and additional time for the Resident Observer to be on-site. Amendment #6 covers the additional fees incurred due to the Contractor delay. This amendment will be paid for using liquidated damages as stipulated in the contract documents.

Initial Contract:	\$70,240.50
Amendment 1:	\$68,025.00
Amendment 2:	\$139,968.00
Amendment 3:	\$98,316.00
Amendment 4:	\$47,700.00
Amendment 5:	\$115,310.00
Amendment 6:	\$51,480.00
Total:	\$591,039.50

Financial Analysis: Funds are available in Sewer Account No. 300.68.54390. The budget for this account is \$12,005,000 and as of April 30 this account had \$3,102,280 expensed or encumbered.

Recommendation: Approval

Attachments:

- Amendment # 6

Contact Person:

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@frankfort.ky.gov

- 7.6 To rescind an authorization to generate a purchase order for Teledyne Instruments, Inc. and to authorize a purchase order to Telog Instruments, Inc. for the purchase of flow monitoring equipment, related to in-house flow monitoring and to authorize the Mayor to sign all documents related to the purchase (Sewer Department).

Purpose: The purpose of this item is to consider rescinding an authorization to generate a purchase order for Teledyne Instruments, Inc. and authorizing a purchase order to Telog Instruments, Inc. for the purchase of flow monitoring equipment, related to in-house flow monitoring and authorize the Mayor to sign all documents related to the purchase.

Background: The Sewer Department is required by permit to monitor Combined Sewer Overflows (CSOs) for duration, volume and frequency of discharge and to report these values monthly to the State and Federal EPA through the submission of Discharge Monitoring Reports (DMR's). Further, the Sewer Department's Long Term Control Plan (LTCP) is anticipated to be approved this calendar year. As such, a more accurate basis of design for LTCP projects will be needed beyond the accuracy needed for conceptual plans to determine the most cost effective sizing of the conceptual designs in the LTCP. Finally, to be released from the Consent Judgment which drives the LTCP, compliance with the CSO control policy must be demonstrated by the Sewer Department, showing that 85% by volume of the combined sewage collected in the CSS during precipitation events on a system-wide annual average basis has been captured or treated. All of the above efforts requires flow monitoring equipment. The Sewer Department currently has thirteen Telog flow monitors to monitor the quantity of combined sewage discharged from CSOs. However, an additional sixteen sites are to be monitored in-house, in parallel to the project being undertaken by Hydromax USA. While the Hydromax Flow Monitoring Services focus mainly on I&I removal and the reduction of SSOs, the in-house flow monitoring will focus on the input boundaries between combined sewer basins and the separate sewer basins as well as storm water removal that was once a portion of the combined sewage flows. Both efforts will support final development of the system wide sewers to use for management decisions and as the basis of design for water quality improvement projects in the LTCP.

The equipment originally requested under the Teledyne purchase order would have required manual down loading after salvaging any and all components available for flow monitoring equipment. However, upon review of additional flow monitoring configurations, it was determined that a more cost effective method of flow monitoring with telemetry could be done. The cost for this additional equipment from Telog Instruments, Inc. is \$37,155.00 (as opposed to the Teledyne equipment which was quoted at \$42,526.00 including shipping and handling). A Purchase Order would be generated in the amount not to exceed \$40,000, for Telog Instruments, Inc. which should be adequate for the flow monitoring hardware and software (as opposed to the \$50,000 requested for Teledyne Instruments, Inc. which will be rescinded). The Commission approved the original purchase to Teledyne Instruments in April 2015.

Financial Analysis: Funds are available in Sewer Account No. 300.68.54390. The budget for this account is \$12,005,000 and as of April 30 this account had \$3,102,280 expensed or encumbered.

Recommendation: Approval

Attachments:

- Telog Instruments Quote

Contact Person:

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@frankfort.ky.gov

7.7 To authorize approval of Amendment #2 to the engineering contract with Jacobs Engineering Group, Inc. for additional construction administration needed due to additional time needed by the Contractor for construction of the Two Creeks Pump Station and Sanitary Sewer Rehabilitation Project and to authorize the Mayor to sign all related documents (Sewer Department).

Purpose: The purpose of this item is to consider approving Amendment #2, to the contract with Jacobs Engineering Group, Inc. for additional construction administration needed due to additional time needed by the Contractor for construction of the Two Creeks Pump Station and Sanitary Sewer Rehabilitation Project and to authorize the Mayor to sign all documents related to the project.

Background: The Sewer Department received bids in May 2014, for the construction of a new pump station, approximately 1,200 feet of 6" force main, 2,890 feet of 12" gravity sewer, 1,660 feet of 8" gravity sewer and the demolition of three existing pump stations and in the Two Creeks subdivision. The new station being constructed will replace the current Two Creeks # 2 pump that has surpassed its design life and is under capacity for the flows it receives. The design of the new pump station included increasing the capacity to account for all current and future projected flows.

Further, two additional pump stations were originally to be demolished and taken offline, Two Creeks # 3 and Goshen pump stations. However, after discussions with residents and further investigation, it was decided that the Goshen pump station would remain due to resident's objection and the potential delay to the project due to having to obtain the 5 additional easements needed for that portion of the project. Elimination of the Goshen Pump Station also allowed for the raising of a section of sanitary pipe, thereby reducing the cost of installation.

This project is expected to address the regulatory requirements and mitigate four sanitary sewer overflows for the Consent Judgment. During heavy rains sanitary sewer overflows have occurred in this area in the past and the Sewer Department is required to address the overflows by state and federal regulators. A significant amount of inflow has been eliminated by pipe rehabilitation in a previous project and an upcoming project will address infiltration contributed by manholes. In addition, a future project will also address illicit stormwater connections to the sanitary sewers by sump pumps. All stormwater removed from the sanitary sewers is now a surface water issue, no stormwater projects have been programmed into this project.

The Sewer Department would like to amend the existing contract with Jacobs Engineering Group, Inc. to include additional construction administration required due to additional time needed by the Contractor for construction and due to the means and methods dictated by the Contractor. Amendment #2 covers additional fees incurred by Contractor delay. This amendment will be paid for using liquidated damages as stipulated in the contract documents.

Original Contract	\$302,638.00
Amendment 1:	\$25,056.00
<u>Amendment 2:</u>	<u>\$50,886.72</u>

Total: \$378,580.72

Financial Analysis: Funds are available in Sewer Account No. 300.68.54390. The budget for this account is \$12,005,000 and as of April 30 this account had \$3,102,280 expensed or encumbered.

Recommendation: Approval

Attachments:

- Amendment # 2

Contact Person:

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@frankfort.ky.gov

7.8 To authorize the Mayor to sign all paperwork related to the purchase of a 2016 Ford Explorer from Paul Miller Ford to replace the current Fire Marshall vehicle (Fire).

Purpose: To purchase a 2016 Ford Explorer from Paul Miller Ford to replace the current Fire Marshal vehicle.

Background: The current Fire Marshal vehicle is a 2003 Ford Explorer with 99,000 miles. The purchase would be made primarily from left over fuel and automotive parts funds.

Financial Analysis: Although the vehicle is not in the current budget, it is scheduled for replacement in the next 18 months. Purchasing the vehicle now should alleviate the need to purchase two staff vehicles from 2016-2017 budget. The vehicle will be purchased from the state contract list at a price of \$30,460.44. This expenditure will be charged to account number 100-42-56550.

Recommendation: Approval

Attachments:

- State Bid Price List

Contact Person:

Name: Eddie Slone
Title: Fire Chief
Department: Fire
Phone: 502/875-8511
Email: eslone@frankfort.ky.gov

7.9 To authorize the continuation of the Memorandum of Agreement (MOA) with the Legislative Research Commission (LRC) and authorize the Mayor to sign documentation (Fire).

Purpose: To approve an agreement with the Legislative Research Commission to provide staffing of one (1) paramedic or EMT at the Capitol or Capitol Annex during all legislative sessions beginning on or after July 1, 2015 and ending June 1, 2016 and authorize the Mayor to sign any related documents.

Background: The intent of the program is to provide a first responder on premises for the increased number of staff and visitors. The paramedic will be working under the authority and direction of the City of Frankfort. The responder will be in uniform and equipped with department equipment. All benefits and wages are covered by the City, but the City will be reimbursed by the Legislative Research Commission at a rate of \$40.00 per hour. The Agreement has been ongoing for approximately seven (7) years and either party may withdraw from the Agreement after thirty (30) days' notice or sooner with mutual agreement.

Financial Analysis: Wages and benefits to be paid by the City from both the Fire and EMS personnel services budgets and to be reimbursed by the Legislative Research Commission at a rate of \$40.00 per hour. The rate of \$40 per hour is sufficient to cover the overtime and benefits of the employees working the stand-by shift.

Recommendation: Approval

Attachments:

- Memorandum of Agreement (MOA)
- LRC Personal Service Contract Addendum
- LRC Personal Service Contract Proof of Necessity

Contact Person:

Name: Eddie Slone
Title: Fire Chief
Department: Fire
Phone: 502/875-8511
Email: eslone@frankfort.ky.gov

- 7.10** To authorize entering into a contract between the City and Leak Eliminators, LLC for the repair of a storm sewer pipe located at the floodwall behind Second Street Elementary School and to authorize the Mayor to sign all documents related to the project (Public Works).

Purpose and Background: In January 2015, the Public Works Department (PWD) received a letter from the US Army Corps of Engineers (USACE) detailing a damaged stormwater pipe discovered during a pipe video inspection review. The damaged section – an approx. 3-inch diameter hole – is located in the sidewall of a 24-inch ductile iron pipe used to convey stormwater from Second Street to the Kentucky River. Due to the hole’s location in the pipe (almost directly under the floodwall behind the Second Street School) PWD staff, with USACE approval, have decided to repair the pipe with an interlocking stainless steel sleeve and gasket system most often used to repair pressurized water pipe. This method of repair should require no excavation or repairs near the floodwall or in the Second Street School parking lot (reducing overall cost); and installation of this sleeve should take less than a week.

Leak Eliminators was chosen for this project, as they not only have extensive experience working with sanitary and storm sewer pipe repairs in Frankfort, but they also are experienced in the installation of the USACE-approved sleeve. This construction contract is not to exceed \$6,000. This includes Leak Eliminator’s \$4,994 Bid and a Contingency.

Financial Analysis: We anticipate funding availability for this project from the Public Works Floodwall Maintenance and Repairs account pending approval of the FY2016 Annual Budget.

Recommendation: Approval.

Attachments

- Bid from Leak Eliminators, LLC

Contact Person:

Name: Tom Bradley, PE
Title: Director
Department: Public Works
Phone: 502/875-8500
Email: tbradley@frankfort.ky.gov

7.11 MOVED TO OLD BUSINESS

7.12 To consider authorizing the filing of a grant application for 2015 Edward Byrne Memorial Justice Assistance Grant (JAG) Program and to authorize the Mayor to sign all grant documents including a Memorandum of Understanding with Franklin County Fiscal Court.

Purpose:

To consider authorizing the filing of a grant application for 2015 Edward Byrne Memorial Justice Assistance Grant (JAG) Program and to authorize the Mayor to sign all grant documents. The project will be designed to aid in Community Policing.

Background:

Under the Edward Byrne Memorial JAG Program the City of Frankfort will be allocated \$15,016.00 for the Community Policing. Since the city and county are eligible for Joint Allocation for Disparate communities, the city will need to enter into a Memorandum of Understanding with the county stating that the city will be utilizing the allocation for Community Policing.

Financial Analysis: Cost for this project is estimated to be \$15,016.00. Under the Edward Byrne Memorial JAG Program the City of Frankfort will be allocated \$15,016.00 for Community Policing. The grant program should cover the cost of the project.

Recommendation: Approval

Attachments:

- MOU

Contact Persons:

Name:	Chief Abrams	Rebecca Hall
Title:	Police Chief	Grants Manager
Dept.:	Police	City Manager
Phone:	502/352-2042	502/875-8500
E-mail:	jabrams@frankfort.ky.gov	rhall@frankfort.ky.gov

7.13 To consider authorizing the filing of an application for a 2015 Walmart Foundation Community Grant and to authorize the Mayor to sign all grant-related documents (Parks and Recreation).

Purpose: Requesting authorization to apply for a 2015 Walmart Foundation Community Grant to aid in the restoration of the Green Hill Cemetery.

Background: The Parks, Recreation and Historic Sites Department would like to request authorization to apply for funds in the amount of \$2,500.00 for a Walmart Foundation Community Grant to help aid in the restoration of Green Hill Cemetery. The City will be partnering with Kentucky State University students and faculty to plant trees, right fallen headstones and conduct weed management in the historic cemetery. There is no match for this grant.

Financial Analysis: There is no match for this grant.

Recommendation: Approval

Attachments: None

Contact Persons:

Name:	Lorri Grueber	Rebecca Hall
Title:	City Arborist	Grants Manager
Department:	Parks & Rec.	City Manager
Phone:	502/875-8575	502/875-8500
E-mail:	lgrueber@frankfort.ky.gov	rhall@frankfort.ky.gov

7.14 Authorization for the Mayor to sign two amendments for Safe Routes to School funding agreements for time extensions that include non-discrimination language and to sign all related documents which may include resolutions (Public Works).

Purpose: To authorize signing of two amendments for Safe Routes to School funding agreements for time extensions and to include non-discrimination language.

Background: The City of Frankfort received funding for two Safe Routes to School projects from the Kentucky Transportation Cabinet. Since these projects have not been completed staff requested a time extension of one year. The Transportation Cabinet is willing to grant the time extension and has forwarded amendments for the Commission's authorization. The amendment includes non-discrimination language that was added after the original agreement was signed.

Financial Analysis: There are no matching funds required.

Recommendation: Approval

Attachment:

- Amendment No. 82575
- Amendment No. 84610

Contacts:

Name:	Tom Bradley, P.E.	Rebecca Hall
Title:	Public Works Director	Grants Manager
Department:	Public Works	City Manager
Phone:	502/875-8500	502/875-8500
E-Mail:	tbradley@frankfort.ky.gov	rhall@frankfort.ky.gov

7.15 To authorize the Mayor to sign a Custodial Services and Securities Account Control Agreement with Community Trust Bank and Raymond James & Associates, Inc., and all related documents.

Purpose and Background: The City previously entered into a Custodial Services and Securities Account Control Agreement with Community Trust Bank and Raymond James & Associates, Inc., in connection with the City funds held by the Bank resulting from the sale of City bonds. The Bank is required to provide security for the amount of the City funds it holds, and has done so by contracting with Raymond James to hold funds as collateral securing the amount of City funds held by the Bank. The Bank and Raymond James have requested the City to enter into a new Custodial Services and Securities Account Control Agreement.

After this new agreement has been executed by the parties, the Mayor will be authorized to sign documents provided by Raymond James authorizing the release of the collateral back to the Bank, since the funds received from the sale of bonds have been utilized to pay for sewer projects and the construction of the Aquatics Center.

Financial Analysis: There should be no fiscal impact on the City.

Attachment:

- Custodial Services and Securities Account Control Agreement with Community Trust Bank and Raymond James & Associates, Inc., and related documents authorizing the release of collateral.

Contact Person:

Name: Steve Dawson
Title: Finance Director
Phone: 502/875-8500
E-Mail: sdawson@frankfort.ky.gov

7.16 Approval of bid for demolition of 4 structures and rubbish removal at **116 Allnut, 128 Allnut, 131 ½ Willis Street, and 707-709 Dabney**, and to execute the Agreement with John Fehsal Jr., the contractor that will be performing the demolition work. Also, to authorize the Mayor to sign all documents related to the demolition (Planning & Building Codes).

Purpose: Approval of bid for demolition of the structures and rubbish removal at **116 Allnut, 128 Allnut, 131 ½ Willis Street, and 707-709 Dabney**, and to execute the memorandum of agreement with **John Fehsal, Jr.** for the demolition and debris removal.

Background: In accordance with the Property Maintenance Code, Section 109.1, the City ordered the property owners of **116 Allnut, 128 Allnut, and 131 ½ Willis Street**, to repair or raze the condemned building within thirty days or the City would raze the building and charge the costs incurred to the real estate that remains. The property was properly noticed in accordance with the Property Maintenance Code. The property has been previously posted as condemned-unfit for occupancy.

Furthermore, on January 26, 2015, the City Commission approved the demolition and memorandum of agreement for **707-709 Dabney, with S&D Construction**. However, S&D Construction has failed to perform the services per the signed memorandum of agreement; therefore, the next lowest bid by John Fehsal, Jr. is recommended to be approved to perform these services.

Quotes were received as follows:

John Fehsal, Jr.:	\$27,200.00 +\$7,520 (Dabney)
CC Moore Co.:	\$35,650 + \$17,000 (Dabney)
No bid	

Financial Analysis: Funding for the demolition of these properties will be from the Planning and Building Codes Department budget – account #100.70.53295.

Attachments:

- Received Bids
- Memorandum of Agreement (MOA)

Recommendation: Approval of the lowest bids from John Fehsal Jr. and to execute the memorandum of agreement for the demolition of structures and rubbish removal at **116 Allnut, 128 Allnut, 131 ½ Willis Street, and 707-709 Dabney**.

Contact Persons:

Name:	Gary Muller	Robert Engle
Title:	Planning and Building Codes Director	Code Enforcement Supervisor
Department:	Planning	Planning
Phone:	502/352-2100	502/352-2099
Email:	gmuller@frankfort.ky.gov	rengle@frankfort.ky.gov

7.17	Personnel	Employee	Department	Date	Other
	Transfer/ Voluntary Demotion	John Haden	Fire/EMS	6/30/15	Asst Fire Chief to Fire Battalion Chief
	Appointment	Daniel Hodges	Police	6/16/15	Patrol Officer I
	Resignation	Ryan Champ	Fire/EMS	6/3/15	Firefighter II/EMT (authorize payment of accrued leave)
	Resignation	Timothy Southard	Fire/EMS	6/24/15	Firefighter II/EMT (authorize payment of accrued leave)
	Resignation	Tom Fugate	Parks and Rec	5/29/15	Curator (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. Five positions are currently vacant and two vacancies are anticipated as a result of July retirements. Seven new hires will take staffing to 81 based on vacancies stated. An August start date for new hires is anticipated.

Attachment:

- Timothy Southard Resignation Letter

Contact Person

Name: Kathy Fields
Title: Director
Department: HR/City Manager
Phone: 502/875-8500
Email: kfields@frankfort.ky.gov

8. BOARD APPOINTMENTS

8.1 Board of Park Commissioners – Reappointment of Ann French Thomas, for a term ending 5-1-18.

Attachments:

- Mayor’s letter of recommendation
- Ann French Thomas’ resume

8.2 Board of Park Commissioners – Reappointment of Judy Zeigler, for a term ending 5-1-18.

Attachments:

- Mayor’s letter of recommendation
- Judy Zeigler’s resume

9. OLD BUSINESS

9.1 To approve a Memorandum of Agreement for Deputy Jailer Service and to authorize the Mayor to sign all related documents (Public Works).

Purpose: To approve a Memorandum of Agreement with the Franklin County Regional Jail for the services of a Deputy Jailer to oversee the inmates utilized in the Solid Waste Program and authorize the Mayor to sign all related documents.

Background: The Franklin County Regional jail sends six inmates to help the Solid Waste Division with collections. These inmates perform work that would otherwise require additional staff. Starting in the fall of 2014, the former Jailer began assigning a Deputy Jailer to accompany the inmates and supervising them on breaks and during lunchtime. The current Jailer has indicated that he doesn't feel that this is necessary; however, he is willing to continue the practice provided that the additional costs are covered by the City.

The Public Works Director and the Solid Waste Superintendent agree that the addition of the Deputy Jailer has improved the inmate labor situation. Positive elements include the fact that the Deputy Jailer transports the inmates to and from jail, supervises the inmates during breaks and lunches, and maintains a positive and productive crew. This has also had a positive effect on the morale of the Solid Waste staff in that they are no longer responsible for oversight for which they are not trained.

Additionally, with the Deputy Jailer to supervise, the inmates will be able to perform other tasks around the City that require labor including roadside trash cleanup and painting. This work will be completed on Mondays that they are not needed in the Solid Waste Division.

The continuation of the Deputy Jailer service helps to shore up the continuance of the inmate labor program which benefits the citizens.

Financial Analysis: Costs will be invoiced as incurred up to \$50,700 per year. This cost has been included in the 2015-16 Solid Waste Division budget.

Recommendation: Approve a Memorandum of Agreement with the Franklin County Regional Jail for the services of a Deputy Jailer to oversee the inmates utilized in the Solid Waste Program and authorize the Mayor to sign all related documents.

Attachments

- Memorandum of Agreement (MOA)

Contact Person:

Name: Tom Bradley, PE
Title: Director
Department: Public Works
Phone: 502/875-8500
Email: tbradley@frankfort.ky.gov

10. NEW BUSINESS

10.1 Authorization to advertise for engineering services to design repairs Schenkel Cave due to storm damage that occurred during the April 3 rain event (Sewer Department).

Purpose: The purpose of this item is to authorize the Sewer Department to advertise for engineering services to evaluate the extent of storm damage to Schenkel Cave and design appropriate repairs.

Background: In 2005/2006 the Sewer Department designed and replaced an existing 14-inch ductile iron sewer line that entered the cave through the East portal and exited out the West portal. This line was replaced with a 36-inch ductile iron sewer line, leaving the 14-inch line in place for possible emergency use. As part of the project extensive modification were made to the cave clean up existing debris, loose rock outcroppings, and to reinforce the selected sections of the walls and roof.

This cave also serves as a storm drainage conduit and during the April 3 the volume of stormwater through the cave caused extensive damage to the improvements constructed during the line replacement. Representatives from the Federal Emergency Management Agency (FEMA) visited the location on June 15 and determined the site was eligible for reimbursement.

The Sewer Department intends to select an engineering firm with appropriate qualifications to evaluate the extent of the damage, make repair recommendations, and prepare plans and specifications for the repairs. This project is not currently a line item project in the Sewer Department's budget.

Financial Analysis: Funds are available in account 300.68.54390 but the expenses should be reimbursed by FEMA.

Recommendation: Approval

Attachments: None

Contact Person:

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@frankfort.ky.gov

11. **CLOSED SESSION PER KRS 61.810 (1)(b) PROPERTY, PER KRS 61.810(1)(f) PERSONNEL, PER KRS 61.810(1)(c) LITIGATION**
12. **ADJOURNMENT**