

REVISED 2-24-17

AGENDA

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

February 27, 2017
5:00 P.M. (EST)

1. **INVOCATION** Rev. John Opsata . First Christian Church
- PLEDGE OF ALLEGIANCE**
- ROLL CALL**
- MINUTES** January 9, 2017 Work Session; January 9, 2017 Special Meeting; January 27, 2017 Special Meeting; January 23, 2017 Regular Meeting
2. **CEREMONIAL ITEMS**
3. **CITIZEN COMMENTS (SIGN IN SHEET)**
4. **ORDINANCES**
- 4.1 **FIRST READING:** An Ordinance amending Ordinance No. 7, 2016 Series appropriating the revenue to be received by the City of Frankfort for the Fiscal Year 2016-17 to provide for the funding for the purchase of electronic records management software, upgrade of phone system for City Hall, Finance Software, increase funding for attorney fees for increased foreclosures and collection efforts, Brownsfield, Wetlands, and Recycling Grants, Frankfort Independent School Support, tree removal and Juniper Hill Pro Shop roof, payoff of an ambulance lease and purchase of an ambulance, sidewalk improvement, completion of Main two way conversion, conversion to LED street lighting, and Structural Engineering to demolish the Old Y.

Purpose: The purpose of this item is to consider approval of an ordinance amending the 2016-17 budget to provide monies for the City of Frankfort to fund the following:

- 1) City Manager/City Clerk - Electronic Records Management Software.
- 2) IT . Upgrade City Phone System.
- 3) Commission . Upgrade Frankfort Independent School System computer infrastructure.
- 4) City Manager/Attorney . Funding to accommodate increased cost of litigation, foreclosures and collections. A substantial amount has been paid to Iris Skidmore and to Charlie Cole with Sturgill Turner due to the Old Y litigation.
- 5) Finance . General Ledger, Fixed Asset, Budget Software, and File Server upgrade.
- 6) City Manager/Grants Manager . Brownfield, Wetlands, and Recycling Grant (pass thru).
- 7) Parks . Tree removal and new roof for the golf club house.
- 8) Ambulance . payoff of existing ambulance lease and purchase new ambulance (eliminate ambulance leases).
- 9) Public Works . sidewalk improvements, conversion of two way Main Street and conversion of street lights to LED lighting.
- 10) Police . professional and educational fees.
- 11) E-911- Payoff phone system lease upgrade.
- 12) Planning . Structural Engineering to demolish Old Y.

Background: The 2016-17 Budget for the City of Frankfort was approved by the City Commission on May 23, 2016. Since that time, the Board of Commissioners and Management have requested an amendment to provide for the funding of the above.

Financial Analysis: A detailed financial analysis is provided for both the cost and benefit of funding the above items:

- 1) City Manager/City Clerk - Electronic Records Management Software - Improve efficiency, reduce paper, and recordkeeping cost - \$21,000.00 - Approved by Commission.
- 2) IT . Upgrade City Phone System - Improve city communication - \$98,000.00 Approved by Commission.
- 3) Commission . Funding to Upgrade Frankfort Independent School System computer infrastructure to improve education and technology . \$200,000.00 - Requested and approved by Commission.
- 4) City Manager/Attorney-Funding to accommodate increased cost of litigation, foreclosures and collections. A substantial amount has been paid to Iris Skidmore and to Charlie Cole with Sturgill Turner due to the Old Y litigation. \$40,000.00.
- 5) Finance . General Ledger, Fixed Asset, Budget Software, and File Server upgrade to improve the speed of the financial reporting, budgeting efficiency, reduce paper, and storage cost- \$38,000 - Approved by Commission.
- 6) City Manager/Grants Manager . provide funding in the budget for the Brownfield (\$190,000), Wetlands (\$16,500), Recycling Grant (\$138,160) and Historic Preservation (\$4,420) -pass thru.
- 7) Parks . Tree removal to improve safety- \$85,000- Approved by Commission.
New roof for the golf club house.- To stop roof leaks and reduce energy consumption . \$20,000.00 - Suggestion by Commissioner.
- 8) Ambulance . Funding for payoff of existing ambulance lease and purchase new ambulance- Saves \$21,000 in interest expense-\$294,000- Recommended by Department Director.
- 9) Public Works . Sidewalk improvements -approved by the Commission.-\$250,000.00.
Public Works . Conversion of street lights to LED- \$160,000-Anticipated savings of \$37,000/year
Public Works . Conversion of Main Street to two way-Approved by Commission- \$120,000.00.
- 10) Police . Professional and educational fees as approved by Commission -\$50,000.00.
- 11) E-911 . Payoff phone system lease upgrade to save \$31,000-Recommended by Department Director- \$333,000.
- 12) Planning . Structural Engineering to demolish the OLD Y as approved by the Commission. \$10,000.00

Total Budget Amendment \$2,068,080 (Note: \$349,080 is pass thru grant money)

Recommendation: Approval

Attachment:

- Ordinance

Contact Person:

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

4.2 FIRST READING: An Ordinance amending Section 37.31, Pay Plan; Classification and Compensation of the City of Frankfort Code of Ordinances Salary Schedule Q of Chapter 37, Section 37.32, Salary Schedules; Pay Grade Structure, of the City of Frankfort Code of Ordinances.

Purpose: To amend Section 37.31(E) of the City of Frankfort Code of Ordinances to change the pay grade for City Manager from grade 114 to grade 115 and to amend pay band 115 of Salary Schedule Q referenced in Chapter 37.32 of the City of Frankfort Code of Ordinances.

Background: Currently, the City Manager is assigned to pay grade 114. This pay band begins at \$61,639 and reaches the midpoint at \$92,449 which is below the historical pay for this position. City of Frankfort Code of Ordinances 37.34 states that starting pay for full-time employees be between the pay grade minimum and pay grade midpoint. The proposal to move the City Manager position to grade 115 will allow the pay band to be set appropriately for the City Manager position without impacting the pay or banding for other positions assigned to grade 114. The City Manager position will be the only position assigned to grade 115. Salary Schedule Q referenced in Section 37.32 of the City of Frankfort Code of Ordinances is amended to align the banding with historical pay issued to City Managers. Pay band 115 currently begins at \$63,472 and reaches the midpoint at \$95,218. If the City Manager position is assigned to pay grade 115, this request proposes that the starting pay for grade 115 be changed to \$95,000 and the midpoint be changed to \$155,000. Per City of Frankfort Code of Ordinances 37.34, the starting pay for a City Manager would be set between the starting pay and midpoint.

Financial Analysis: N/A

Recommendation: Approval

Attachment:

- Ordinance
- Salary Schedule Q

Contact Persons:

Name:	Kathy Fields	Robert C. Moore
Title:	Human Resources	City Solicitor
Department:	HR/City Manager	
Phone:	502/875-8500	502/209-1218
Email:	Kfields@frankfort.ky.gov	rmoore@stites.com

4.3 FIRST READING: An Ordinance amending Section 40.21 of the City of Frankfort Code of Ordinances to enable the City to hire retired Police Officers, for a term of one year, pursuant to the requirements of KRS 95.022. The purpose of the amendment to Section 40.52 is to provide that retired Police Officers hired pursuant to KRS 95.022 may be assigned by the Chief of Police to serve as a detective.

Purpose: An Ordinance amending Section 40.21 of the City of Frankfort Code of Ordinances to enable the City to hire retired Police Officers, for a term of one year, pursuant to the requirements of KRS 95.022. The purpose of the amendment to Section 40.52 is to provide that retired Police Officers hired pursuant to KRS 95.022 may be assigned by the Chief of Police to serve as a detective.

Background: KRS 95.022 authorizes cities to employ retired police officers, effective July 15, 2016. This ordinance amends Section 40.21 to enable the City to hire retired Police Officers, for a term of one year, pursuant to the requirements of KRS 95.022, which authorizes the employment of previously retired police officers that meet the applicable eligibility standards. The ordinance states that the retired police officers hired pursuant to this ordinance are to serve for a term not to exceed one year, which term is subject to annual renewal, describes the benefits that will be available to said police officers and provides the number of retired police officers that may be hired by the City. Police Officers hired pursuant to this ordinance will not be paid retirement benefits or health insurance benefits by the City of Frankfort and the City will not be required to make employer contributions to the Kentucky Retirement Systems or to state health insurance plans for these individuals. Section 40.52 is amended to provide that retired Police Officers hired pursuant to KRS 95.022 may be assigned by the Chief of Police to serve as a detective.

Financial Analysis: This change will be a positive financial impact for the City since there are no requirements to fund the approximately 34% of salary to the retirement system. Also, KRS 95.022 specifically states that the City does not have to make any form of health insurance available to a hired retiree. This will reduce out of pocket costs for the City and will also alleviate potential medical claim liability with regard to the employee.

Attachment:

- Ordinance

Contact Person:

Name: Jeff Abrams
Title: Police Chief
Department: Police
Phone: 502/352-2042
Email: jabrams@frankfort.ky.gov

5. ORDERS - NONE

6. RESOLUTIONS – NONE

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** Authorization to approve installation of a backflow valve preventer at 802 Augusta Street, reimburse the property owner for the cost installation and for the Mayor to sign all documents related to the project (Sewer Department).

Purpose: The purpose of this item is to consider approval for installation of a backflow valve preventer at 802 Augusta Street, and reimburse the property owner for the cost of installation, to prevent sewer backups from entering into the residence and for the Mayor to sign all documents related to the project.

Background: The Sewer Department has a backflow valve installation program, which allows homeowners with a history of basement backup sewer overflows to request a reimbursement for installation of a backflow valve. Backflow valve preventers stop sewer from flowing back into a property during wet weather events, eliminating the possibility of a basement backup sanitary sewer overflow. The property owner at 802 Augusta Street has documented sewer overflows into the residence during wet weather events. This property is located in the Bellpoint combined sewer area. The backflow valve will be documented on the deed for the property.

Quotes from 4 plumbing companies were requested by the property owner but only 2 quotes from plumbers have been received as shown below:

Shelly Toles Plumbing	\$5,515.00
Sanderson General Contractor	\$7,481.90

The Sewer Department will reimburse the homeowner for the lower of the two quotes, \$5,515.00. This is the second request this year and typically we receive 1 or 2 requests per year unless we have a wet year when requests increase.

Financial Analysis: Funds are available in account 400.68.53295. The budget for this account is \$250,000 and as of December 31 this account had \$40,950 expensed and encumbered.

Recommendation: Approval

Attachments:

- Backflow Valve Agreement
- Plumbing Quotes

Contact Person:

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

- 7.2 Approval of a Professional Services Agreement with HMB Professional Engineers for the production of drawings, bid documents and construction administration for rehabilitation of an interceptor line from Franklin Ave. to Willow Street pump station and to address and mitigate storm water issues in the Meagher Street and Willow Street areas and authorize the Mayor to sign all related documents (Sewer Department and Public Works).

Purpose: The purpose of this item is to approve a Professional Services Agreement with HMB Professional Engineers for the production of drawings, bid documents and construction administration for rehabilitation of an interceptor line from Franklin Ave. to Willow Street pump station and to address and mitigate storm water issues in the Meagher Street and Willow Street areas and authorize the Mayor to sign all related documents.

Background: The sanitary sewer portion of the project starts near the Old State Stadium and goes to the Willow Street pump station. Most of the sections of this line were put in service prior to the 1950s and are now in various stages of distress and partial collapse. This project will design a rehabilitation and or replacement of these lines, taking into account the storm water improvements done in the Holmes Street area in the last 15 years that effect the amount of flow on these lines. It will also evaluate a sewer line that bisects several tracts of land making the tracks very difficult for infill development.

The storm sewer portion of the project will address localized flooding in the area with the intent to divert more storm water to the separate storm system to both reduce the flooding and reduce storm water flows to the combined sewer system.

This project will help mitigate one CSO and will be funded by a Kentucky Infrastructure Authority (KIA) loan at 1.75% interest rate.

HMB was chosen for the project due to their familiarity with both the Sanitary Sewer and the Storm Sewer in the area. Four firms were interviewed and HMB scored highest of all firms.

Contract is not to exceed \$ 216,890.00 (this amount will be split \$149,420.00 to the Sewer Department and \$67,470.00 to Public Works)

Financial Analysis: Funding for this project is available in Sewer Department Account No. 300.68.56555 and Public Works Account No. 100.66.53265. Account No. 300.68.56555 has \$9,612,500 budgeted and as of December 31, \$3,659,035 has been expensed and encumbered; Account No. 100.66.53265 has \$0.00 budgeted and as of December 31, \$0.00 has been expensed and encumbered.

Recommendation: Approval

Attachments:

- Professional Services Agreement

Contact Persons:

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

Tom Bradley, PE
Director
Public Works
502/875-8500
tbradley@frankfort.ky.gov

7.3 Approval of Change Order #1 to the contract with Lagco Excavation for repair to sewer lines in the area of 2nd Street and Logan Street, and to authorize the Mayor to sign all documents related to project (Sewer Department).

Purpose: Approval of Change Order #1 to the contract with Lagco Excavation for repair to sewer lines through the floodwall where there are two sewer pipe penetrations in the area of 2nd Street and Logan Street, and to authorize the Mayor to sign all documents related to project.

Background: During an inspection of the floodwall by the Corps of Engineers, a deficiency was identified in two sewer pipes passing through the floodwall in the area of 2nd Street and Logan Street. The Corp of Engineers mandated that this issue be resolved.

Change Order 1: This is a balancing change order to close out the project. The Change Order #1 consists of two items: First, due to poor soil conditions, the Corp of Engineers required that the backfill be structural flow-able fill in order to stabilize the floodwall in the area of the excavation; second, the moving of a manhole to address an unknown buried pipe discovered during excavation. Moving the manhole required additional digging and subsequent backfill.

Original Contract	\$169,047.00
Change order 1	<u>\$ 2,970.00</u>
Contract Total	\$172,017.00

Financial Analysis: Funds are available in Sewer Account No. 300.68.56555. The budget for this account is \$9,612,500 and as of December 31 this account had \$3,659,035 expensed or encumbered.

Recommendation: Approval

Attachments:

- Change Order #1

Contact Person:

Name:	William R. Scalf, Jr., PE	Tom Bradley, PE
Title:	Director	Director
Department:	Sewer	Public Works
Phone:	502/875-2448	502/875-8500
Email:	wscalf@frankfort.ky.gov	tbradley@frankfort.ky.gov

7.4 Approval of Change Order #1 to a construction contract with Herrick Company for modifications to the Septage Building located at the wastewater treatment plant, and to authorize the Mayor to sign all documents related to project (Sewer Department).

Purpose: Approval of Change Order #1 to a construction contract with Herrick Company for modifications to the Septage Building located at the wastewater treatment plant, and to authorize the Mayor to sign all documents related to project.

Background: Bids were received on July 14, 2016 and Herrick Company was the low bidder. Construction started in October 2016 and was completed in November 2016.

Change Order #1: During construction Herrick identified an area of concern and brought it to the Engineer and the Sewer Department. After discussing with the engineer and manufacturer the decision was made to leave the rock trap and the associated davit crane out of the construction. The amount of change order #1 is a \$4,000.00 deduction.

Original Contract	\$73,700.00
Change Order #1	<u>\$-4,000.00</u>
Revised Contract	\$69,700.00

Financial Analysis: Funds are available in Sewer Account No. 300.68.56555. The budget for this account is \$9,612,500 and as of December 31 this account had \$3,659,035 expensed and encumbered.

Recommendation: Approval

Attachments:

- Change Order #1

Contact Person:

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

7.5 Authorization to amend a professional service contract to Burgess & Niple (B&N) to provide a final bid package for construction, assist with bidding, and provide construction services for the Two Creeks Lower, Indian Hills, Cardinal Hills, & Tierra Linda Subdivisions Manhole I/I Reduction Project (Sewer Department).

Purpose: The purpose of this item is to consider amending a contract with Burgess & Niple to provide a final bid package for construction, assist with bidding, and provide construction services for manhole rehabilitation in the Two Creeks Lower, Indian Hills, Cardinal Hills and Tierra Linda Subdivisions Manhole I/I Reduction Project.

Background: In October 2014, Burgess and Niple entered into agreement to investigate manholes in Two Creeks Lower Subdivision and design rehabilitation plans for these manholes. Burgess & Niple would produce a complete bid package of plans and specifications for the Two Creeks Lower manhole rehabilitation as well as for the Indian Hills, Cardinal Hills, and Tierra Linda Subdivisions. Burgess and Niple performed investigation and preliminary rehab design for Cardinal Hills, Tierra Linda, and Indian Hills from a separate prior agreement.

During the course of design for this project the City of Frankfort added additional manholes to the project scope from other areas of the sewer system in an attempt to get better unit pricing. Sewer construction between the time B&N performed investigations and the bidding date necessitated B&N to incorporate several GIS updates into plans that were already produced. B&N also investigated several rehab technologies with the City of Frankfort to select technologies that FSD found acceptable and preferable. B&N reached their not to exceed fee before the final bid package for these plans were complete. This amendment covers \$16,590 to be added to their contract to complete the final bid package and assist with bidding.

In addition, the Sewer Department intends to retain B&N to provide construction administration services and resident project representation throughout construction of the manhole rehabilitation project. This amendment covers an additional \$89,916 for B&N to provide those services for the Two Creeks Lower, Indian Hills, Cardinal Hills, & Tierra Linda Subdivisions Manhole Rehabilitation construction project.

Original Contract	\$97,676.00
Amendment # 1	<u>\$106,506.00</u>
Total Contract	\$204,182.00

Financial Analysis: Funds are available in Sewer Account No. 300.68.56555. The budget for this account is \$9,612,500 and as of December 31 this account had \$3,659,035 expensed and encumbered.

Recommendation: Approval

Attachments:

- Amendment No. 1
- Burgess & Niple Letter Dated December 29, 2016
- Burgess & Niple Letter Dated January 27, 2017

Contact Person:

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

- 7.6 Approval of Change Order #2 to the Construction Contract with Herrick Company for the construction and installation of the Supervisory Control and Data Acquisition (SCADA) system, Process Water System and Emergency Generator located at the wastewater treatment plant and authorize the Mayor to sign documents related to this project (Sewer Department).

Purpose: To approve Change Order #2 to the construction contract with Herrick Company for the construction and installation of the Supervisory Control and Data Acquisition (SCADA) system, Process Water system and Emergency Generator located at the wastewater treatment plant and authorize the Mayor to sign documents related to this project.

Background: In January 2011 the Sewer Department experienced the first power outage at the wastewater treatment plant in recent history of the Department. Subsequent to this power failure the Department entered into a contract with HMB to evaluate alternatives for providing emergency power to the wastewater treatment plant in the event of a power failure.

During design of the backup generator it was recommended that the Department consider installation of a SCADA system since during installation of the emergency generator conduit for the SCADA system can be installed at the same time, substantially reducing the cost of the SCADA installation. The SCADA system will allow better control of the processes at the plant and allow remote assessment of the plant systems from offsite. In the event of a plant problem an experienced operator can assist a less experienced operator without having to return to the plant; thereby saving cost of overtime.

The Sewer Department received bids on August 11th, 2016 for construction of the SCADA, Process Water system and an Emergency Generator and Herrick Company was the lowest responsible bidder at \$2,279,000.00.

Change Order #2:

Item #1 . Main Circuit Breakers

1. Eliminate the replacement of the existing main 3000A circuit breakers, which was added by Addendum #3.
2. Eliminate the requirement for modified differential ground fault protection required by Specification 16430. In order to make this change, the power system shall be changed from 480/277, 3 phase, 4-wire to 480 V, 3 phase, 3-wire.
3. Add isolation transformers for panels HSP and LP3 to provide 480/277V where required to supply 277V loads.
4. Change generator from 480/277V, 3-phase, 4-wire to 480V, 3 phase, 3-wire.

Item #2 . Generator Circuit Breaker Connection

1. Provide a cabled connection from the new 2000A / 3p generator breaker to the existing main switchgear bus, in lieu of a bussed connection. Use 5-4-C, 3-600 KCMIL, 1#250 each one.

Item #3 . Switchgear PLC

1. Permit the use of the Square D Modicon Programmable Logic Controller for the switchgear controls. The PLC shall be furnished with Ethernet I/P communications to interface with the SCADA system. Configuration of communication gateways shall be performed by the switchgear supplier.

Item #4 . Conduit Expansion Fittings

1. Eliminate the requirement for conduit expansion fittings for vertical conduit runs, since there will be minimal modifications which would result in settling of existing grade.

Item #5 . Direct Purchase of Generator

1. Direct Purchase the emergency generator to save the cost of sales tax.

Change Order #2 Contract Savings:

Item #1 - \$ 75,954.02

Item #2 - \$ 1,215.79

Item #3 - \$ 21,500.00

Item #4 - \$ 7,227.08

Item #5 - \$269,818.76

Total Savings - \$375,715.65

Direct purchase by the Sewer Department of the emergency generator, Item #5 above, will save approximately \$15,272.76 in sales tax. \$269,818.76 will be deducted from the Herrick Construction Contract and a Purchase Order will be generated by the Sewer Department for \$254,546.00.

Original Contract	\$2,279,000.00
Change Order #1	\$-200,000.00
Change Order #2	<u>\$-375,715.65</u>
Revised Contract	\$1,703,284.35

Total savings in sales tax to the Sewer Department by Change Order #1 and Change Order #2 is approximately \$27,272.

Financial Analysis: Funds are available in Sewer Account No. 300.68.56555. The budget for this account is \$9,612,500 and as of December 31 this account had \$3,659,035 expensed or encumbered. This project is being partially funded by a \$1.32M loan from Kentucky Infrastructure Authority at 1.75%.

Recommendation: Approval

Attachments:

- Engineers Recommendation Letter Dated December 9, 2016
- Change Order #2

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 the Mayor to sign a contract with Unified Technologies to install a new access control system in the Frankfort Public Safety Building to replace the existing Hirsch access control system (IT Department).

Purpose: The City of Frankfort is currently upgrading its access control systems citywide to secure an efficient operation with swifter response to security issues.

Background: The City of Frankfort received three (3) bids for the Aurora access control software system to replace the current Hirsch system at the Public Safety Building at 300 West 2nd Street. Of those three bids, Unified Technologies was chosen for the project due to cost and experience in installing access control systems for local businesses in Frankfort and statewide.

Financial Analysis: The cost of installing the Aurora access control system as proposed by Unified Technologies is \$29,265.15 and will be deducted from accounts 100-64-53295, 100-42-53250 and 600-00-51100.

Attachments:

- Proposal

Contact Person:

Name: Bobby Ripy
Title: IT Director
Department: IT
Phone: 502/352-2267
Email: BRipy@frankfort.ky.gov

- 7.8 To approve the installation of a roof membrane to support the solar panel project at the Juniper Hill Pro Shop and authorize the Mayor to sign documents related to this project (Parks).

Purpose: Installation of a roof membrane to support the solar panel project at the Juniper Hill Pro Shop and authorize the Mayor to sign documents related to this project.

Background: In 2016 a solar panel energy project was discussed for the flat roof at Juniper Hill Pro Shop. It was decided to proceed with the project with Earth Tools (Andy McDonald) purchasing the panels and leasing the roof space from the City. After examining the roof area it was determined the membrane needed replacing to support the panels. The roof is in need of replacement as it has not been replaced in 40 years or longer. It was to be requested in the 2017-18 fiscal year budget, but in order to expedite the project it will be included in the requested budget amendment. Staff has obtained (2) quotes to date and are seeking a third. Three additional contractors have been notified for a quote and none have responded. Staff will continue to request a third quote as the low quote is from Affordable Roofing at \$19,200. Rob Moore is finalizing the roof lease agreement between Earth Tools and the City.

Financial Analysis: \$19,200 to the City budget amendment

Recommendation: Approval

Attachments:

- Quote from Affordable Roofing Co.
- Quote from Tri-State Roofing

Contact Person:

Name: Jim Parrish
Title: Director
Department: Parks
Phone: 502/803-0241
Email: JParrish@frankfort.ky.gov

- 7.9 **MOVED TO NEW BUSINESS**

7.10	<u>Personnel</u>	<u>Employee</u>	<u>Department</u>	<u>Date</u>	<u>Other</u>
	Resignation	Timothy Wise	Fire/EMS	2/03/17	Firefighter II/EMT (authorize payment of accrued leave)
	Resignation	Tammy Fields	Sewer	2/15/17	Office Manager (authorize payment of accrued leave)
	Appointment	Kayla Newton	Police/E911	2/14/17	Telecommunicator I
	Appointment	Matthew Dean	PW/Solid Waste	2/14/17	PW Tech I
	Appointment	Todd Carpenter	PW/Solid Waste	2/14/17	PW Tech I
	Appointment	Crystal Smith	CM/City Clerk	2/7/17	Paralegal
	Termination	Macy Hensley	Fire/EMS	2/8/17	Firefighter (Recruit)
	Resignation	Allen Schneble	Police	2/23/17	Patrol Officer III (authorize payment of accrued leave)

Permission to make 4 conditional offers of employment for two positions of Patrol Officer I and two positions of Patrol Officer III. The request to make these conditional offers of employment is contingent upon successful completion of background, medical, psychological, polygraph, and drug screen examinations by the candidates for Patrol Officer I and completion of background, physical fitness, and drug screening for the accelerated hire of a Patrol Officer III. The accelerated process allows the hiring of POPS certified Police Officers and, therefore, results in an abbreviated hiring process. These offers will take the department to 63 sworn officers. This number will temporarily exceed the budgeted headcount of 62. However, all 4 candidates are lateral, trained candidates whom we do not wish to lose considering shortages of candidates on eligibility lists. Labor costs for the 16-17 fiscal year are trending below budget and the additional headcount will be absolved through attrition.

Attachments:

- Resignation Letter . Timothy Wise
- Resignation Letter . Tammy Fields
- Resignation Letter . Allen Schneble

Contact Person:

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

8. BOARD APPOINTMENTS

8.1 Civil Service for Police & Fire . Reappointment of Kevin Mason, for a term ending 02-28-21.

Attachments:

- Mayor's letter of recommendation
- Kevin Mason resume

8.2 Civil Service for Police & Fire . Appointment of Dawn Welch, for a term ending 02-28-21.

Attachments:

- Mayor's letter of recommendation
- Dawn Welch resume

9. OLD BUSINESS

10. NEW BUSINESS

10.1 DISCUSSION REGARDING THE MARCH WORK SESSION DATE

10.2 DISCUSS CITY USE OF LAKEVIEW PARK GOLF COURSE

Attachment:

- Memo from Jim Parrish and Kirk Schooley

10.3 DISCUSS REPLACEMENT PROCESS OF CITY ATTORNEY

Attachment:

- City Attorney Job Description

10.4 To authorize the Mayor to execute a Memorandum of Understanding between Kentucky State University and the City of Frankfort, whereby the City of Frankfort's Police Department will assist Kentucky State University in performing the U. S. Office of Minority Health Grant entitled "Please Call Me Mister: An Afterschool Mentoring Program for African American and Hispanic Males+(Police).

Purpose: To authorize the Mayor to execute a Memorandum of Understanding between Kentucky State University and the City of Frankfort, whereby the City of Frankfort's Police Department will assist Kentucky State University in performing the U. S. Office of Minority Health Grant entitled "Please Call Me Mister: An Afterschool Mentoring Program for African American and Hispanic Males.+"

Background: Kentucky State University anticipates receiving a U. S. Office of Minority Health Grant entitled "Please Call Me Mister: An Afterschool Mentoring Program for African American and Hispanic Males.+" Pursuant to this grant, Kentucky State University will provide afterschool youth development programming and mentoring; utilizing community volunteers and college students to mentor youth ages 12-18. The City of Frankfort, to assist Kentucky State University in this programming and mentoring effort, through its Police Department, will:

- Provide monthly visits and discussion/training sessions for program youth, families, staff, volunteers and mentors on a variety of social and criminal justice topics relative to police involvement in the community.
- Make available the CitizensqPolice Academy to eligible program staff, families, adult volunteer and college student mentors.
- Make available to program youth the Frankfort Police Explorer program to observe and learn the interworking of the police department duties and procedures.
- Serve as an advocate for the program and make referrals for eligible youth participants.

The MOU is for a term of four years, although it can be terminated upon 30 days prior written notice.

Financial Analysis: The fiscal impact will be minimal.

Recommendation: Approval

Attachment:

- MOU

Contact Person:

Name: Jeff Abrams
Title: Police Chief
Department: Police
Phone: 502/352-2042
Email: jabrams@frankfort.ky.gov

- 10.5** Approve the purchase of a hydraulic power unit and one 8-inch pump head from Xylem, Inc. and authorize the Mayor to sign all documents related to the purchase (Sewer Department).

Purpose: To approve the purchase of a hydraulic power unit and one 8-inch pump head from Xylem, Inc. and authorize the Mayor to sign all documents related to the purchase.

Background: Currently the sewer department has 1 trailer mounted stand-by pump and 1 skid mounted bypass pump to cover 53 pump stations. Additional pumps are needed to insure compliance with Division of Water, US EPA, and Consent Judgment requirements to maintain service in the event of a power outage.

The purchase is recommended to Xylem, Inc. who represents the sewer department's current brand of bypass pumps and has a GSA contract (FS-07F-9491G) for supplying this pump. The Cost is \$84,807.25. This unit had two motor options available, John Deere (Department Standard) or a Volvo diesel. We have selected the Volvo diesel due to the cost being \$9,000.00 less.

Financial Analysis: This item is budgeted and funding is available in account # 300.68.56550. The budget for this account is \$140,000 and as of January 31 this account had \$6,532 expended and encumbered.

Recommendation: Approval

Attachments:

- GSA Quote

Contact Person:

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

- 10.6** A Resolution authorizing the submission of a full application for Homeland Security Grant Funds and authorize the Mayor to sign all grant-related documents (Grants/Police).

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 \$61,167.00.

Background: The Kentucky Office of Homeland Security is requesting full applications for 2017 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 \$61,167.00. 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
Email	jabrams@frankfort.ky.gov	rhall@frankfort.ky.gov

- 10.7** A Resolution authorizing the submission of a full application for Homeland Security Grant Funds and authorize the Mayor to sign all grant-related documents (Grants/Fire).

Purpose: The City of Frankfort would like to apply for funding to purchase various rescue ropes and equipment for the Fire Department. Staff is asking permission to submit a full application and to give the Mayor authority to sign all grant related documents. Total cost for the project is \$7,454.00.

Background: The Kentucky Office of Homeland Security is requesting full applications for 2017 Homeland Security Grant funds and the city would like to apply for funding. Staff would like to apply for funding to purchase various ropes and equipment for the Fire Department. Staff is asking permission to submit a full application and to give the Mayor authority to sign all grant related documents. Total cost for the project is \$7,454.00. 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:	Eddie Slone	Rebecca Hall
Title:	Chief	Community Relations/Grants Manager
Department:	Fire Department	City Manager
Phone:	502/875-8556	502/352-2076
Email	eslone@frankfort.ky.gov	rhall@frankfort.ky.gov

- 10.8 CONSIDER BANK SERVICES RECOMMENDATION**

10.9 To approve a contract with Meyers Midwest for construction services associated with the conversion of West Main Street to two-way traffic and authorize the Mayor to sign all related documents (Public Works).

Purpose: To approve a contract with Meyers Midwest for construction services associated with the conversion of West Main Street to two-way traffic and authorize the Mayor to sign all related documents.

Background: The conversion of traffic flow on West Main Street from one-way to two-way traffic requires some physical changes to the roadway and the signage. This contract is for construction services to make the changes that need to be made. These changes include modifications for signage, stripping, and curb/sidewalks

Bids received were:

Meyers Midwest	\$185,829.15
H. G. Mays	\$218,469.95
Adams Contracting	\$277,777.50

Note: The Engineer's final estimate was \$120,954 (\$139,097 with 15% contingency)

Financial Analysis: The funds for this project \$ \$213,703.52 with 15% contingency will come from Public Works Account No. 100.62.56550.

Recommendation: Approval

Attachments

- Contract (**To be Provided**)

Contact Person:

Name: Tom Bradley, PE
Title: Director
Department: Public Works
Phone: 502/875.8500
Email: tbradley@frankfort.ky.gov

10.10 To authorize the Mayor to sign the Third Addendum to the Agreement to hire Tim Zisoff as the Interim City Manager, and any related documents.

Purpose: To authorize the Mayor to sign the Third Addendum to the Agreement to hire Tim Zisoff as the Interim City Manager, and any related documents.

Background: By Agreement entered into with the City of Frankfort in September of 2016, Mr. Zisoff agreed to serve as the Interim City Manager for the period of time beginning October 4, 2016, and ending December 31, 2016, with the possibility of a thirty (30) day extension thereafter, subject to the mutual agreement of the parties. The parties have extended this Agreement for an additional thirty (30) days pursuant to the First Addendum, which provides that Mr. Zisoff will continue to serve as the City's Interim City Manager through close of business on January 31, 2017. The parties now wish to extend this Agreement for an additional thirty-one (31) days pursuant to the Second Addendum, which provides that Mr. Zisoff will continue to serve as the City's Interim City Manager through close of business on March 3, 2017. The parties now wish to extend this Agreement for an additional thirty (30) days pursuant to the Third Addendum, which provides that Mr. Zisoff will continue to serve as the City's Interim City Manager through close of business on April 3, 2017. The Third Addendum further provides that Mr. Zisoff is to be paid a housing allowance of \$1,000 for the time period beginning March 3, 2017 and ending April 3, 2017, which is in addition to the other compensation paid pursuant to the Agreement. All other terms and conditions of the Agreement whereby Mr. Zisoff was hired as the City's Interim City Manager shall remain in full force and effect.

Financial Analysis: There should be no financial impact to the City, as Mr. Zisoff will receive the same benefits while serving as the Interim City Manager as he would have received had he been serving as the permanent City Manager.

Recommendation: Approval

Attachment:

- Agreement

Contact Person:

Name: Robert C. Moore
Title: City Solicitor
Department: Legal
Phone: 502/209-1218
Email: rmoores@stites.com

11. **CLOSED SESSION PER KRS 61.810 (1(f) PERSONNEL – CITY MANAGER**
12. **COMMISSIONER COMMENTS**
13. **ADJOURNMENT**