

REVISED 1-20-17

AGENDA

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

January 23, 2017
5:00 P.M. (EST)

1. INVOCATION

Rev. Scott Rollins - Highland Christian

PLEDGE OF ALLEGIANCE

ROLL CALL

MINUTES

December 5, 2016 Special Work Session;
December 19, 2016 Special Meeting; December
19, 2016 Special Regular Meeting

2. CEREMONIAL ITEMS

- 2.1 The Board of Commissioners traditionally recognizes city employees who are retiring or are being promoted. At this meeting, the following individuals will be recognized.

Promotions – Police Department:

- *Sergeant Dustin Bowman to Lieutenant*
- *Officer Joel Dunmire to Sergeant*

Retirement – Fire Department:

- *Michael Bentley will retire from the Fire Department following 16 plus years of service.*

3. CITIZEN COMMENTS (SIGN IN SHEET)

4. ORDINANCES - NONE

5. ORDERS - NONE

6. RESOLUTIONS

- 6.1 A Resolution authorizing the filing of an application to fund an Architectural Review and Study of 315 and 317 West Second Street and authorizing the Mayor to execute all grant-related documents.

Purpose: To authorize the filing of an application to fund an Architectural Review and Study of 315 and 317 West Second Street and authorizing the Mayor to execute all grant-related documents.

Background: As a Certified Local Government, the City of Frankfort is eligible for Certified Local Government Grant Funds administered by the Kentucky Heritage Council.

The City is currently looking at several alternatives for the property at 317 West Second Street that will soon be vacant. City Hall and a City Fire Station are adjacent to this property and will be affected by changes to the property. An Architectural Review and Study will help determine the condition and possible uses for the property. Staff requests to apply for CLG funding in the amount of \$20,000.00 to secure a qualified consultant for the review and study. The federal share requested (60% of award) is \$12,000.00 from the Kentucky Heritage Council. Local match for this project (40% of the award), would be \$8,000.00, based on preliminary information. in kind services will not be sufficient to secure the needed professional services. The match will need to be funded from the General Fund.

Financial Analysis: A Certified Local Government Grant in the amount of **\$20,000.00** with the federal share requested (60% of award) is \$12,000.00 from the Kentucky Heritage Council, and a forty percent (40%) local match of \$8,000.00 will be required. While some in kind services will be provided . the total local match will need to be funded from the Planning Professional Fees Account 100.70.53265 in order to secure the professional services to assist with the project. The match will need to be funded from the General Fund - FY 2017/2018 budget.

Attachment:

- Resolution

Contact Persons:

Name:	Gary Muller	Rebecca Hall
Title:	Director of Planning and Building Codes	Public Relations/Grants Manager
Department:	Planning and Building Codes	City Manager
Phone:	502/352-2100	502/352-2076
Email:	gmuller@frankfort.ky.gov	rhall@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** Consider award of a Professional Services Agreement with HMB for design, construction administration, and inspection services on the Collins Lane I&I Rehabilitation and Cloverdale/Cougar Lane Stormwater Management project, and to authorize the Mayor to sign all documents related to the project (Sewer Department).

Purpose: Consider award of a Professional Services Agreement with HMB for design, construction administration, and inspection services on the Collins Lane I&I Rehabilitation and Cloverdale/Cougar Lane Stormwater Management project, and to authorize the Mayor to sign all documents related to the project.

Background: This project consists of sanitary sewer rehabilitation as well as stormwater management in the Collins Lane/ Cloverdale area. The project is receiving funding in the form of a loan from the Clean Water State Revolving Fund (CWSRF) from the Kentucky Infrastructure Authority (KIA).

The project area has known inflow and infiltration (I&I) in the existing sanitary sewer system. Closed Circuit Television (CCTV) videos are available to analyze the condition of all pipe segments in this subdivision. This will enable the engineering consultant to determine where defects exist that are contributing I&I to the system, and to make recommendations for rehabilitation.

There are also known flooding and stormwater conveyance problems in the area that will be addressed with this project. The Frankfort Sewer Department and Public Works is combining efforts to improve infrastructure in this project area.

Four (4) Engineering Companies were interviewed and submitted proposals for this project. HMB was chosen for this project based on a combination of factors including qualifications and engineering cost.

The agreement calls for evaluation and design services through the bidding process, and Construction Administration Services and Resident Project Representation. The agreement will not exceed \$297,890.00.

Financial Analysis: Funding for this project is available in Account No. 300.68.56555. This account has \$9,612,500 budgeted and as of November 30, \$2,952,318 has been expensed and encumbered.

Recommendation: Approval

Attachments:

- Professional Services Agreement (**Draft**)

Contact Person:

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

7.2 To authorize the purchase of a 2017 Ford Cut-a-way (24+2) bus and a 2017 Ford Cut-a-way (12+2) bus from Mid-South Bus Center, and to authorize the purchase of two 2017 Dodge Durangos from Shelbyville Chrysler group via KPTA#7 for the Transit Division of Public Works and authorize the Mayor to sign all related documents (Public Works/Transit).

Purpose: To authorize the purchase of a 2017 Ford Cut-a-way (24+2) bus and a 2017 Ford Cut-a-way (12+2) bus from Mid-South Bus Center, and to authorize the purchase of two 2017 Dodge Durangos from Shelbyville Chrysler group via KPTA#7 for the Transit Division of Public Works and authorize the Mayor to sign all related documents.

Background: Frankfort Transit received a 5311 Grant for \$200,000 for replacement vehicles. The vehicles to be purchased are:

2017 Ford Cut-a-way (24 seat plus 2 wheelchairs) to replace a 2009 Chevy 5500 Kodiak (24+2) with 182,949 miles which will be designated surplus. The cost of this bus off the Kentucky Public Transit Association Bid #7 is \$76,809.00 plus \$9,800 for the wrap, destination designation, and higher capacity wheelchair lift.

2017 Ford Cut-a-way (12+2) to replace a 2009 Ford e-450 with 67,880 miles. This bus was donated to Frankfort Transit approximately three years ago and has rust and body issues. This bus will be designated as surplus. The cost of this bus off the KPTA Bid #7 is \$49,214.

2017 Dodge Durango to replace a 1999 Crown Victoria with 84,316 miles which will be designated as surplus. The cost of this vehicle off the KPTA Bid #7 is \$26,837.

2017 Dodge Durango to replace a 2010 Dodge Nitro with 91,900 miles which will be transferred to the Public Works Department. The cost of this vehicle off the KPTA Bid #7 is \$26,837.

Financial Analysis: These vehicles are being purchased via KPTA Bid #7 with funds from the Section 5311 grant ALI code 11.12.15(Replacement Vehicles). The total cost of the four vehicles is \$189,497 will come from the Transportation Improvement Account which will be refunded 100% by the grant.

Recommendation: Approval

Attachments: None

Contact Person:

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

7.3 To authorize payment to the Property Valuation Administrator (PVA) for 2016-17 City of Frankfort Property Tax Assessment (Finance).

Purpose: The purpose of this item is to pay the PVA for use of county assessment services for 2016-17 City of Frankfort ad valorem tax purposes.

Background: There is an annual fee as established by KRS 132.285 for the use of county assessment services for determining the 2016 City ad valorem tax values

Financial Analysis:	2016-2017 Budget	Invoice
	\$40,000	\$40,000

Funds available in Account No. 100-50-53295.

Recommendation: Approval

Attachments:

- Invoice from Patsy Conway, Franklin County PVA

Contact Person:

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

7.4 To authorize the Mayor to sign the Second 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 Second 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 Second Addendum further provides that Mr. Zisoff is to be paid a housing allowance of \$1,000 for the time period beginning February 1, 2017 and ending March 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: rmoore@stites.com

- 7.5 To consider authorizing an application for Highway Safety Grant funds and authorizing the Mayor to sign all grant-related documents (Police Department).

Purpose: To authorize filing an application for Highway Safety Grant funding, a part of the Governor's Highway Safety Program.

Background: The mission of this grant is to plan and execute a comprehensive traffic safety program to reduce the number of fatalities and injuries on Kentucky's roadways, utilizing present and potential resources on the local, state and national levels. The Governor's Highway Safety Program coordinates highway safety programs focused on public outreach and education, enforcement, promotion of new safety technology, integration of public health strategies and techniques, advocacy for traffic safety issues, and collaboration with state and local governments. The City of Frankfort would like to apply for funds associated with personnel and equipment not to exceed \$187,000.00.

Financial Analysis: The Police Department will be reimbursed for manpower overtime and use of equipment while participating in this program. The total grant request for federal FY 2018 will not exceed \$187,000.00. There is no match requirement for this funding.

Recommendation: Approval

Attachment: None

Contact Persons:

Name:	Chief Jeff Abrams	Rebecca A. Hall
Title:	Chief of Police	Public Relations/Grants Manager
Department:	Police	City Manager
Phone:	502/875-8500	502/875-8500
Email:	jabrams@frankfort.ky.gov	rhall@frankfort.ky.gov

7.6 **MOVED TO OLD BUSINESS**

- 7.7 Authorization to award the \$100,000.00 Downtown Revitalization Grant to the property owners of 245 West Main Street as recommended by the Downtown Revitalization Grant Task Force and to authorize the Mayor to sign all related documents (Planning & Grants).

Purpose: To authorize the award of the \$100,000.00 Downtown Revitalization Grant to the property owners of 245 West Main Street as recommended by the Downtown Revitalization Grant Task Force and to authorize the Mayor to sign all related documents.

Background: The Frankfort City Commission Created a Downtown Reinvestment Grant Task Force to review RFPs for the grant. The Task Force received five proposals to consider for funding. One proposal was deemed ineligible as it did not meet the minimum project cost requirement of \$250,000.00. The Task Force met on Friday, December 9 to receive proposals and ranking information. Members of the Task Force were then asked to rank all eligible proposals based on guidelines set in the Request for Proposals. Task Force members then submitted their ranking sheets to Rebecca Hall, Task Force Chairperson. All scores were tallied and the Task Force met on Thursday, January 5 to discuss all projects and to come to a consensus on a recommendation. The property at 245 West Main Street received the highest overall ranking and we recommend this property receive \$100,000.00 of funding under the Downtown Reinvestment Grant Program.

Financial Analysis: The \$100,000.00 grant is in the current budget. There should be no financial impact.

Recommendation: Approval

Attachments: None

Contact Persons:

Name:	Gary Muller	Rebecca Hall
Title:	Director	Public Relations/Grants Manager
Department:	Planning & Zoning	City Manager.
Phone:	502-875-8500	502/352-2076
Email:	gmuller@frankfort.ky.gov	rhall@frankfort.ky.gov

- 7.8 To consider authorizing the filing of a grant application for 2017 Energy Efficiency and Conservation Grant (EECG) Program and to authorize the Mayor to sign all grant documents (Public Works/ Grants).

Purpose: To consider authorizing the filing of a grant application for 2017 Energy Efficiency and Conservation Grant (EECG) Program and to authorize the Mayor to sign all grant documents. The proposed project will be designed to replace 400W street lights with energy efficient LED lights.

Background: The City was made aware of open applications for 2017 Energy Efficiency and Conservation. Representatives from the Frankfort Plant Board approached the City about replacing all street lights. City staff determined that replacing all 400W bulbs would be a better return on our investment. Staff now requests authorization to move forward with the grant application with a total project cost not to exceed \$160,000.00. The City will be asking for grant funds of \$100,000.00. If the City can decide to forgo the project at any time if funds are not available.

Financial Analysis: The project cost will not exceed \$160,000.00. Grant funds may reduce the project amount funded by the City.

Recommendation: Approval

Attachments: None

Contact Persons:

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

- 7.9 To authorize the Mayor to sign all documents required to apply for accreditation through the Committee on Accreditation of Education Program for the Emergency Medical Services Professions (CoAEMSP) (Fire).

Purpose: To give permission for Frankfort Fire and EMS to apply for accreditation through the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Background: The Kentucky Board of EMS requires National Registry Certification to become a newly certified paramedic in the state of Kentucky. Three years ago, the National Registry partnered with CoAEMSP to require accreditation of all paramedic programs for students to be eligible to sit for boards. The changes reduced the number of paramedic programs in the state from nearly forty (40) to just four (4) making it difficult to find paramedic courses at an affordable price. The accreditation will allow Frankfort Fire and EMS to train employees and other students to become paramedics. The in-house class will reduce the cost for our employees and have a positive impact on the paramedic shortage in the area.

Financial Analysis: The current range of tuition for the nearest programs is \$9,800-\$30,000 per student. The accreditation cost is approximately \$8,000 over the next three (3) years. Funding for the application will come from the EMS education budget account 100-41-55460.

Recommendation: Approval

Attachments: None

Contact Person:

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

7.10 To authorize the Mayor to sign a contract and any related documents with MCCi for an Electronic Records Management solution for the City of Frankfort (IT Department).

Purpose: The City of Frankfort currently has no electronic records management system in place and we have been reviewing options for several months. There are years and years of paper records stored in City Hall and retrieval is very time consuming. Space has also become an issue.

Background: A Request for Proposal was sent and there were two (2) companies that responded. After reviewing the bids, it has been determined that it is in the City's best interest to award the contract to MCCi due to the lower cost and addition of a web portal for public access.

Financial Analysis: The cost of Laserfiche-Avante records management solution as proposed by MCCi is \$51,103.25. Project cost will come from the general fund. A budget amendment will be done in the next several months.

Attachments:

- Proposal
- Recommendation

Contact Person:

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

7.11	<u>Personnel</u>	<u>Employee</u>	<u>Department</u>	<u>Date</u>	<u>Other</u>
	Resignation	Dudley Hudson	PW/Solid Waste	12/27/16	PW Tech III
	Promotion	Dustin Bowman	Police	1/24/17	Sergeant to Lieutenant
	Promotion	Joel Dunmire	Police	1/24/17	Officer to Sergeant
	Retirement	Michael Bentley	Fire/EMS	1/31/17	Firefighter III/Paramedic (authorize payment of accrued leave)

Attachments: None

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 Housing Authority . Reappointment of Maria Bush, for a term ending 1-29-2021.

Attachments:

- Mayor's letter of recommendation
- Maria Bush resume

8.2 Fairness Officer for Human Rights Commission . Appointment of Daniel F. Egbers.
(No term limit set by Ordinance)

Attachments:

- Mayor's letter of recommendation
- Daniel F. Egbers resume

8.3 Nuisance Code Hearing Board . Appointment of Brenda K. Allen, for a term ending 1-27-20.
(Replacing Louis McClain)

Attachments:

- Mayor's letter of recommendation
- Brenda K. Allen resume

8.4 Frankfort Human Rights Commission . Appointment of Robert B. Padgett, for a term ending 12-1-19.
(Replacing Victoria Burke)

Attachments:

- Mayor's letter of recommendation
- Robert B. Padgett resume

9. OLD BUSINESS

9.1 To authorize the Mayor to sign a Letter of Commitment for Renaissance on Main in order for Frankfort to continue in their program for 2017 (Grants Manager).

Purpose: To authorize the Mayor to sign a Letter of Commitment to Renaissance on Main for Frankfort to continue in their program for 2017.

Background: In accordance with provisions under the Renaissance on Main Program, the Downtown Frankfort, Inc. Board of Directors and their Main Street Manager have asked the City of Frankfort to authorize the Mayor to sign a Letter of Commitment which will allow DFI and the City to continue to participate in the Program. Renaissance on Main requires this Letter of Commitment for the City and DFI to be eligible for possible funding.

Recommendation: Approval

Attachment:

- Letter of Commitment

Contact Person:

Name:	Kim Strohmeier	Rebecca Hall
Title:	Executive Director	Public Relations/Grants Manager
Department:	Downtown Frankfort Inc.	City Manager
Phone:	502/223-2261	502/875-8500
Email:	info@downtownfrankfort.com	rhall@frankfort.ky.gov

10. NEW BUSINESS

10.1 Authorization to approve installation of a backflow valve preventer at 351 Holmes 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 351 Holmes 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 351 Holmes Street has documented sewer overflows into the residence during wet weather events. This property is located in the Holmes Street combined sewer area. The backflow valve will be documented on the deed for the property.

Three quotes from plumbers have been received as shown below:

Next Generation Plumbing	\$2,172.00
Whitehead Hancock	\$2,400.00
Dauenhauer Plumbing	\$2,984.00

The Sewer Department will reimburse the homeowner for the lowest of the three quotes, \$2,172.00.

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

10.2 2017 EXPO RELOCATION DISCUSSION

10.3 STATUS REPORT OF OLD Y

11. ADJOURNMENT