

REVISED 11-22-16

AGENDA

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

November 28, 2016  
5:00 P.M. (EST)

1. INVOCATION

PLEDGE OF ALLEGIANCE

Rev. Sandy Lacey – First Presbyterian

ROLL CALL

MINUTES

October 5, 2016 Special Meeting; October 10, 2016 Work Session; October 24, 2016 Regular Meeting

2. CEREMONIAL ITEMS

3. CITIZEN COMMENTS

3.1 *KENT WHITWORTH OF THE KENTUCKY HISTORICAL SOCIETY - 2016 KY HISTORY HALF MARATHON.*

3.2 *DAVID BILLINGS OF THE FRANKFORT PLANT BOARD- PRESENTATION AND UPDATE ON THE RESERVOIR.*

4. ORDINANCES

4.1 **SECOND READING:** An Ordinance to amend Section 93.69 of the City of Frankfort Code of Ordinances relating to fireworks so that only fireworks as defined in § 93.65(B)(1), (B)(3)(b), (D), (E), (F) and (G) and generally known as ground and hand-held sparkling devices, chasers, smoke devices, snakes/glow works, trick noisemakers and wire sparklers may be used within the City of Frankfort.

**Purpose:** To amend Section 93.69 of the City of Frankfort Code of Ordinances relating to fireworks so that only fireworks as defined in § 93.65(B)(1), (B)(3)(b), (D), (E), (F) and (G) and generally known as ground and hand-held sparkling devices, chasers, smoke devices, snakes/glow works, trick noisemakers and wire sparklers may be used within the City of Frankfort.

**Background:** The purpose of this ordinance is to amend Section 93.69 of the City of Frankfort Code of Ordinances relating to fireworks so that only fireworks as defined in § 93.65(B)(1), (B)(3)(b), (D), (E), (F) and (G) and generally known as ground and hand-held sparkling devices, chasers, smoke devices, snakes/glow works, trick noisemakers and wire sparklers may be used within the City of Frankfort. The Fire Chief requests that this amendment be passed due to the danger posed by other types of fireworks and the noise caused by the use of other types of fireworks.

**Financial Analysis:** The fiscal impact of this Ordinance is unknown at this time.

**Recommendation:** Approval

***This Ordinance had its first reading on October 24, 2016***

**Attachment:**

- Ordinance

**Contact Person:**

**Name:** Eddie Slone  
**Title:** Fire Chief  
**Department:** Fire Department  
**Phone:** 502/875-8556  
**Email:** [eslone@frankfort.ky.gov](mailto:eslone@frankfort.ky.gov)

- 4.2 SECOND READING:** An Ordinance amending Section 40.22 of the City of Frankfort Code of Ordinances relating to the original appointment of individuals to the City of Frankfort Fire Department.

**Purpose:** To amend Section 40.22 of the City of Frankfort Code of Ordinances relating to the original appointment of individuals to the City of Frankfort Fire Department.

**Background:** The City is experiencing a shortage of certified paramedics in the Fire Department and there is currently a shortage of qualified paramedics needed to fill these paramedic positions. Accordingly, this ordinance provides an accelerated employment process for individuals that are already Kentucky Certified Paramedics, or Kentucky Professional Certified Firefighters holding an International Fire Service Accreditation Congress, Firefighter I and Firefighter II certificate, and meeting certain other criteria set forth in the ordinance.

**Financial Analysis:** No financial impact.

**Recommendation:** Approval

***This Ordinance had its first reading on October 24, 2016***

**Attachment:**

- Ordinance

**Contact Person:**

**Name:** Eddie Slone  
**Title:** Fire Chief  
**Department:** Fire Department  
**Phone:** 502/875-8556  
**Email:** [eslone@frankfort.ky.gov](mailto:eslone@frankfort.ky.gov)

- 4.3 SECOND READING:** An Ordinance to consider a change to the Streets and Sidewalks Ordinance and create a Right-of-Way Standard regulating work in the City maintained roads and streets.

**Purpose:** To consider a change to the Streets and Sidewalks Ordinance and create a Right-of-Way Standard regulating work in the City maintained roads and streets.

**Background:** Public Works has developed a new Right-of-Way Standard to govern the use of public streets and roads owned and maintained by the City of Frankfort. The Standard spells out procedures that must be followed in order to perform work or modify the usage of the right-of-way. The Ordinance needs to be updated to reference the Standard and enact fees, propose penalties and require bonding associated with the work.

Considering there are approximately 250 to 300 street cuts performed yearly on City maintained streets and another 100 miscellaneous permitted activities, it has been deemed necessary to clearly define terms and conditions for work or alternate usage of City right-of-way. The Right-of-Way Standard will give specific instructions on what activities are allowed, permit fees, bonding, pavement repair and other general conditions.

Public Works has identified a need to closely regulate the excavation of City streets to insure quality repairs are completed in a timely manner. The Right-of-Way Standard also requires a Permittee that excavates a newly paved roadway to make repairs for the entire road or lane width instead of resurfacing only the trench.

Public Works staff have extensively involved local utility companies in the development of the new Standard. Meetings were held with AT&T, FEWPB and Columbia Gas to discuss the new Standard and to receive comments and suggestions. Many of their comments were included in the final document.

**Financial Analysis:** The Right-of-Way Standard assigns fees to permits that were previously free of charge as well as a Pavement Repair Fee equal to the estimated cost for the City to make final pavement repairs plus a 10% overage to help cover administrative costs. The anticipated revenue cannot be estimated because past permitting numbers do not reflect the true amount of work being performed because of historic non-compliance. It is unknown if the assigned fees will cover the cost of administering the new Standard.

**Recommendation:** Approval

***This Ordinance had its first reading on October 24, 2016***

**Attachment:**

- Ordinance
- Right of Way Standards

**Contact Person:**

**Name:** Keith Parker, PE  
**Title:** Deputy Director  
**Department:** Public Works  
**Phone:** 502/875-8500  
**Email:** [kparker@frankfort.ky.gov](mailto:kparker@frankfort.ky.gov)

**4.4 SECOND READING:** An Ordinance to consider a change to the Solid Waste Ordinance, effective January 1, 2017.

**Purpose:** To consider a change to the Solid Waste Ordinance, effective January 1, 2017.

**Background:** The Public Works Department has, by request of the City Commission, prepared revised language to the existing Solid Waste Ordinance (Chapter 50). Amendments include:

1. Sets the price to exchange a cart to \$50.
2. Clarifies language about exemptions
3. Sets the spacing at which carts are to be placed.
4. Clarifies language about placement of trash in someone else's container
5. Removes the monthly fee for collection of solid waste
6. Increases the cost for cleanup of non-compliant waste from \$25 to \$35.

**Financial Analysis:** Currently the City is billing approximately \$250,000 for solid waste services and collecting about 85% of that. About 50% of the trash containers in the City are the small carts that have no monthly charge. There is the potential that additional larger carts will need to be purchased.

**Recommendation:** Approval

***This Ordinance had its first reading on October 24, 2016***

**Attachment:**

- Ordinance

**Contact Person:**  
**Name:** Keith Parker, PE  
**Title:** Deputy Director  
**Department:** Public Works  
**Phone:** 502/875-8500  
**Email:** [kparker@frankfort.ky.gov](mailto:kparker@frankfort.ky.gov)

**4.5 SECOND READING:** An Ordinance amending Section 37.31, Pay Plan; Classification and Compensation of the City of Frankfort Code of Ordinances.

**Purpose:** To amend Section 37.31(E) of the Code of Ordinances to add the Job Title of Paralegal, grade 76.

**Background:** Consideration is being given to filling an administrative vacancy with a paralegal. The paralegal would assist with pleadings on foreclosure actions, demand letters on delinquencies, preparation of orders and ordinances, open records, and provide administrative assistance to the City Clerk and City Manager. Currently, some of these tasks are handled out of house by paralegals or attorneys. This request to add the paralegal job title to ordinance is to create an appropriate title and classification for the role.

**Financial Analysis:** Estimated annual savings of \$7,000.

**Recommendation:** Approval

***This Ordinance had its first reading on October 24, 2016***

**Attachment:**

- Ordinance
- Cost Analysis
- Job Description

**Contact Persons:**

<b>Name:</b>	Kathy Fields	Robert C. Moore
<b>Title:</b>	Human Resources	City Solicitor
<b>Department:</b>	HR/City Manager	Legal
<b>Phone:</b>	502/875-8500	502/209-1218
<b>Email:</b>	<a href="mailto:Kfields@Frankfort.ky.gov">Kfields@Frankfort.ky.gov</a>	<a href="mailto:rmoore@stites.com">rmoore@stites.com</a>

**4.6 SECOND READING:** An Ordinance To create and adopt Sections 94.01, 94.02, 94.03, 94.04, 94.05, 94.06 and 94.07 of the City of Frankfort Code of Ordinances relating to the creation of an Energy Project Assessment District (EPAD).

**Purpose:** To create and adopt Sections 94.01, 94.02, 94.03, 94.04, 94.05, 94.06 and 94.07 of the City of Frankfort Code of Ordinances relating to the creation of an Energy Project Assessment District (EPAD).

**Background:** This Ordinance creates and adopts Sections 94.01, 94.02, 94.03, 94.04, 94.05, 94.06 and 94.07 of the City of Frankfort Code of Ordinances relating to the creation of an Energy Project Assessment District (EPAD), and designates the City of Frankfort as an EPAD. Based upon this designation, an owner of a commercial and industrial building in Frankfort determines the need for energy improvements in the owner's building and also determines the cost of the improvement. The owner of the property then requests an assessment on the building equal to the cost of the improvements, and the amount of the assessment is placed on the tax bill for the property. The owner of the property also borrows funds from a financing institution in order to pay for the cost of the energy improvements. The funds gained through the assessment are then used to pay off the loan. An existing mortgage holder must consent to the EPAD project.

This Ordinance requires the City to designate a Departments or third party entity to administer the EPAD program. Property owners will submit a petition to the City identifying the owner's proposed energy project. The City will review the proposal and, if approved, enter into an agreement with the property owner. The assessment is placed on the property tax bill and becomes a lien against the property when unpaid. The assessment will be lien against the property and have the same priority as a state or local ad valorem taxes. Again, the existing mortgage holder must consent to the EPAD project. The purpose of the EPAD is to lower operating costs for the business owner and provide more investment capital for the owner, with no detriment or financial liability to the City.

**Financial Analysis:** This Ordinance should not have a fiscal impact on the City.

**Recommendation:** Approval

***This Ordinance had its first reading on October 24, 2016***

**Attachment:**

- Ordinance
- EPAD Information
- Sample Ordinances from Bowling Green & Covington

**Contact Person:**

**Name:** Tim Zisoff  
**Title:** Interim City Manager  
**Department:** City Manager  
**Phone:** 502/875-8500  
**Email:** [tizisoff@frankfort.ky.gov](mailto:tizisoff@frankfort.ky.gov)

**4.7 SECOND READING:** An Ordinance to amend the City of Frankfort's Code of Ordinances . Chapter 150 . by amending the Building Code permit fees and Electrical Code permit fees.

**Purpose:** To amend the City's Building permit/inspection fees and Electrical permit/inspection fees to match the policy/procedure used by the Kentucky Department of Housing, Buildings, and Construction.

**Background:** On January 1, 2014, the State's Department of Housing, Buildings and Construction (HBC) released a new state-wide building code and residential building code. One of the changes within the state code was that any construction requiring a building or electrical permit that was initiated prior to obtaining the building or electrical permit approval is required to pay an additional fee and or penalty to the local jurisdiction, and that the total additional fee shall not be less than \$500.00. Therefore, in June 2014, the city adopted an amendment to its local fee schedule providing for this additional fee.

Staff has recently learned that HBC and other localities waive this additional fee one time for owners with first time offenses and instead issue a warning. In September of 2016, an appeal of the City's order requiring an owner to pay this additional fee was granted by HBC and the fee was required to be refunded. Therefore, staff would like to amend the ordinance to reflect HBC's policy.

The fee schedule also needs to be clarified in regards to the payment of the fee within historic districts where construction has started prior to the issuance of the required permit in order to correct a confusing section.

*Sections from the State Building Code:*

**SECTION 109 FEES**

**109.2 Work commencing before permit issuance. Any person who commences any work on a *building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits may be subject to penalties established in KRS Chapters 198B, 227, 227A, 234, 236 and 318. The additional fee shall be in addition to and equal to the amount of the original fee but not less than \$500.***

**SECTION R108 FEES**

*R108.6 Work commencing before permit issuance. Any person who commences work requiring a permit on a **building, structure, electrical, gas, mechanical or plumbing system** before obtaining the necessary permits shall be subject to a fee established by the applicable governing authority that shall be in addition to the required permit fees **but not less than \$500**.*

*Section R104 Duties and Powers of the Building Official*

*R104.1 General: The building official is hereby authorized and directed to enforce the provisions of this code. **The building official shall have the authority to render interpretations of this code and to adopt policies and procedures in order to clarify the application of its provisions.** Such interpretations, policies and procedures shall be in conformance with the intent and purpose of this code. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this code.*

**Financial Analysis:** This Ordinance should not have a fiscal impact on the City.

**Recommendation:** Approval

***This Ordinance had its first reading on October 24, 2016***

**Attachment:**

- Ordinance

**Contact Person:**

**Name:** Gary Muller  
**Title:** Planning and Building Codes Director  
**Department:** Planning  
**Phone:** 502/875-8500  
**Email:** [gmuller@frankfort.ky.gov](mailto:gmuller@frankfort.ky.gov)

- 4.8 FIRST READING:** An Ordinance of a zone map amendment from Planned Residential %RR+ to Planned Commercial %RC+ for a 2.75-acre parcel of property owned by Joe and Ann Grider that is located directly south of the Brighton Park Boulevard and Tuscany Lane intersection, more specifically described as PVA Map #085-00-00-015.00.

**Purpose:** Approval of the recommendation by the Frankfort/Franklin County Planning Commission concerning a zone map amendment request by Joe and Ann Grider, who are requesting approval of a zone map amendment from Planned Residential %RR+ to Planned Commercial %RC+ for a 2.75-acre parcel of property located directly south of the Brighton Park Boulevard and Tuscany Lane intersection, more specifically described as PVA Map #085-00-00-015.00.

**Background:** Kentucky law 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.

On October 20, 2016, the Frankfort-Franklin County Planning Commission held a public hearing to consider a zone change request for this property. The public hearing was closed (no one present spoke in opposition to the zone map amendment) and the Planning Commission adopted the report as the summary. They then approved and adopted 2 findings of fact and moved to recommend approval of a zone map amendment from Planned Residential %RR+ to Planned Commercial %RC+ for a 2.75-acre parcel of property located directly south of the Brighton Park Boulevard and Tuscany Lane intersection, based on the 2 findings of fact. The motion to recommend approval of the requested zone map amendment passed unanimously 9-0.

Should the City Commission desire to not follow the Planning Commission's recommendation, then the item is to be tabled and a request made for a verbatim transcript of the Planning Commission meeting, which must be obtained before the item can be heard by the City Commission. The City Commission will then be required to make its 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 based only upon the findings, application and evidence presented 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.

**Financial Analysis:** This Ordinance should not have a fiscal impact on the City.

**Recommendation:** Approval

**Attachments:**

- Ordinance
- Legal Description of property to be rezoned
- Adopted Findings of Facts,
- Staff Report reviewed by the Frankfort/Franklin County Planning Commission.
- ***Minutes from the October 20, 2016 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  
**Email:** [Gmuller@frankfort.ky.gov](mailto:Gmuller@frankfort.ky.gov)

**5. ORDERS - NONE**

**6. RESOLUTIONS**

- 6.1** To authorize the Mayor to sign a Resolution creating a Downtown Reinvestment Grant Review Task Force.

**Subject:** To authorize the Mayor to sign a Resolution creating a Downtown Reinvestment Grant Review Task Force.

**Purpose:** The purpose of this item is to consider a Resolution creating the Downtown Reinvestment Grant Review Task Force. This task force will be charged with reviewing, ranking, and making recommendations of applications received in response to an advertised RFP seeking a new project to be funded by the new City's Downtown Reinvestment Grant

**Background:** On September 26, 2016, the City Commission approved the allocation of a grant award up to \$100,000 for a new substantial reinvestment project (minimum of \$250,000 private investment) located within the Central Frankfort National Historic Boundary. The RFP has been advertised with a closing date for receipt of applications of December 1, 2016.

Each member of the Task Force will need to review the completed and eligible applications, score the applications on a specific point system identified within the RFP, and meet to consolidate each score sheet into a final total point ranking with a recommendation of grant award to the City Commission.

The Task Force will be required to provide its recommendation no later than March 7, 2017, and the Task Force will present its recommendation at the City Commission's Work Session in March. The Task Force will then be dissolved.



The Task Force should be comprised five (5) voting members:

- 1 Downtown Frankfort Incorporated (DFI) representative ;
- 1 Kentucky Capital Development Corporation (KCDC-formerly CCEIDA) representative
- 1 local bank representative
- 2 city staff members (Rebecca Hall and Gary Muller)

**Financial Analysis:** None anticipated at this time. However, the recommendation from this Task Force could result in a grant award of up to \$100,000 if supported and approved by the City Commission.

**Recommendation:** Approval

**Attachments:**

- Resolution

**Contact Person:**

<b>Name:</b>	Gary Muller	Rebecca Hall
<b>Title:</b>	Director	Grants Manager
<b>Department:</b>	Planning and Building Codes	City Manager
<b>Phone:</b>	502/352-2100	502/875-8500
<b>Email:</b>	<a href="mailto:gmuller@frankfort.ky.gov">gmuller@frankfort.ky.gov</a>	<a href="mailto:rhall@frankfort.ky.gov">rhall@frankfort.ky.gov</a>

## 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 Award a contract to Electro Scan Inc. to provide Sanitary Sewer Evaluation Survey services in the form of low voltage conductivity inspection of the sanitary sewer lines for leaks, and authorize the Mayor to sign all related documents (Sewer Department).

**Purpose:** The purpose of this item is to consider awarding a contract to Electro Scan Inc. to provide Sanitary Sewer Evaluation Survey services in the form of low voltage conductivity inspection of the sanitary sewer lines for leaks, and authorize the Mayor to sign all related documents.

**Background:** The Sewer Department, as a pilot project, would like to evaluate the usefulness of the Electro Scan technology to determine its effectiveness. The area of Hospital/Prevention Park/Heritage is known to have excessive flows during wet weather. Flow data and pump station data has proven this. The area has been targeted as a priority for I&I reduction.

Electro Scan Inc. is a next generation smart water and sewer technology platform that provides an impartial and unbiased pipe condition assessment that automatically locates, measures, and estimates defect flows in Gallons per Minute (GPM) and Gallons per Day per Inch Diameter Mile (GPD/IDM) for water and sewer pipes.

Electro Scan's patented technologies overcome common weaknesses of traditional inspection methods that overly rely on visual inspections that often miss major leaks and defects. By offering unambiguous measurements and locations of large and small defects that cause infiltration and exfiltration into sanitary sewer and pressurized water pipes, the Contractor is uniquely positioned to utilize its internationally recognized low voltage conductivity technology for this project.

There are several benefits of using Electro Scan technology:

1. Enable FSD to prioritize rehabilitation efforts based on which defects contribute the highest estimated infiltration rates.
2. Focus on pipes that may not appear to need rehabilitation but in fact do, allow infiltration during periods of high groundwater.



3. Save time and money reviewing CCTV footage. The lines could be televised only where significant defects are found that need to be visually analyzed. FSD would immediately identify defects rather than spending the time or paying a consultant to review every video.
4. Reduce engineering cost by focusing on the most critical areas identified by Electro Scan.
5. Reduce the cost of construction by not lining pipes that appear to need rehabilitation but in fact do not.

An Invitation for Bids was advertised in October 2016 and bids were received on November 3, 2016. Electro Scan was the sole bidder at \$52,894.40, which includes a contingency of \$3,600.00.

**Financial Analysis:** Funds are available in Sewer Account No. 300.68.56555. The budget for this account is \$9,612,500 and as of September 30 this account had \$1,762,563 expensed or encumbered.

**Recommendation:** Approval

**Attachments:**

- Electro Scan proposal

**Contact Person:**

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

- 7.2** Award a third contract extension to Hydromax USA, LLC to provide Sanitary Sewer Evaluation Survey (SSES) services in the form of sewer line cleaning and closed circuit televising of lines and authorize the Mayor to sign all related documents (Sewer Department).

**Purpose:** The purpose of this item is to award a third contract extension to Hydromax USA, LLC to provide Sanitary Sewer Evaluation Survey (SSES) services in the form of sewer line cleaning and closed circuit televising of lines and authorize the Mayor to sign all related documents.

**Background:** Currently the Sewer Department is obligated under the Consent Judgment to comply with the approved Capacity, Management, Operations and Maintenance (CMOM) program to clean approximately 150,500 feet of sewer (~ 12%) annually. While the sewers are clean, televising can then be done so that the condition of all sewers and manholes can be evaluated approximately once every 8 to 10 years.

The contract is evaluated independently on a yearly basis, up to 5 years. A \$150,000.00 contract was awarded to Hydromax USA, LLC (Hydromax) in May 2014, a \$150,000.00 contract extension was awarded in December of 2014, and a second contract extension was awarded in July 2015. To date, Hydromax has cleaned and televised approximately 225,000 linear feet of pipe, much of which required heavy cleaning and is in need of repair. This third contract extension will generate a Purchase Order to add an additional \$150,000.00 to the contract to continue cleaning and televising sewer lines as part of our ongoing Sanitary Sewer Evaluation Surveys to identify sources of Inflow/Infiltration and to fulfill CMOM program requirements.

As part of this contract Hydromax will provide sewer line and manhole cleaning, CCTV inspection and digital data base collection for various locations throughout the city of Frankfort as directed by the Sewer Department. Hydromax will provide each and every item necessary for providing sewer cleaning and manhole cleaning and digital CCTV inspection services. The work will include but not necessarily be limited to:

- 1 Light cleaning of selected sewers and manholes.
- 2 Heavy cleaning of selected sewers and manholes.
- 3 Closed circuit televising (CCTV) of selected sewers and manholes.
- 4 Creation of a digital database of sewer information and corresponding reports.

**Financial Analysis:** Funds are available in Sewer Account No. 300.68.54390. The budget for this account is \$930,000 and as of September 30 this account had \$172,323 expensed or encumbered.

**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](mailto:wscalf@frankfort.ky.gov)

**7.3** Approval of Change Order #1 to the construction contract to Free Contracting, Inc. for the relocation of the force main for the Old Lawrenceburg pump station and to authorize the Mayor to sign all documents related to the project. (Sewer Department)

**Purpose:** To approve Change Order #1 to the construction contract to Free Contracting, Inc. for the relocation of the force main for the Old Lawrenceburg pump station and to authorize the Mayor to sign all documents related to the project.

**Background:** The Sewer Department received bids on May 26 for construction of a relocated force main for the Old Lawrenceburg Road pump station. The current force main follows the Kentucky River bank for several hundred feet and then it bends away from the river and is directly under the pavement for Old Lawrenceburg Road. The section that follows the river bank was suffering from severe erosion that exposed a section of the force main. With this exposure is a risk of a break and a sewage leak directly to the Kentucky River.

This project rerouted the force main away from the river bank and closer to Old Lawrenceburg Road and partially under the Capital Annex parking garage. This has allowed the Sewer Department to abandon the exposed section of the force main along the river bank. It will be abandoned in place to minimize disturbance along the river bank.

**Change Order 1:** This is a balancing change order to close out the project. The reduction in cost is due to connections in the field being closer than expected, which led to a reduction in pipe, pavement replacement and sidewalk replacement.

Original Contract	\$407,620.00
Change Order 1:	<u>(\$ 17,340.50)</u>
Total Contract	\$390,279.50

**Financial Analysis:** This change order reduces the total contract amount by \$17,340.50.

**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](mailto:wscalf@frankfort.ky.gov)

**7.4** A request to approve sites for Brownfield Assessments utilizing Brownfield grant funds and designating the Mayor to execute all documents pertaining to the Brownfield Assessment grant (Grants/Sewer).

**Purpose:** To approve sites for Brownfield Assessments utilizing Brownfield grant funds.

**Background:** The City was awarded Brownfield Assessment funds in the amount of \$400,000.00 in 2014. The Brownfield Advisory Committee has received requests for assessments related to property at 104 . 112 East Broadway and would like the Commission's approval to move forward with these assessments.

**Financial Analysis:** The grant does not require a match in the form of cash or in-kind services. These assessments should have no additional impact on the budget.

**Recommendation:** Approval

**Attachment:** None

**Contact Persons:**

<b>Name:</b>	Rebecca Hall	William Scalf
<b>Title:</b>	Grants Manager	Sewer Director
<b>Department:</b>	City Manager	Sewer Department
<b>Phone:</b>	502/875-8500	502/875-2448
<b>Email:</b>	<a href="mailto:Rhall@frankfort.ky.gov">Rhall@frankfort.ky.gov</a>	<a href="mailto:Wscalf@frankfort.ky.gov">Wscalf@frankfort.ky.gov</a>

**7.5** To authorize the Mayor to sign a 5 year contract with Duplicator Sales for City Hall copier lease and any related documents (Finance).

**Purpose:** The purpose of this item is to enter a 5 year contract on copier lease for City Hall.

**Background:** The current copier lease expires December 2016. We have dealt with Duplicator Sales in the past and been very satisfied with their products and customer service. We plan to switch out the copiers in the month of December.

**Financial Analysis:** The monthly lease payment will come from various departments' budgets. The new lease will save the departments over \$100 a month.

**Recommendation:** Approval

**Attachments:**

- References
- Contract

**Contact Person:**

<b>Name:</b>	Angie Disponette
<b>Title:</b>	Deputy Finance Director/Purchasing Agent
<b>Department:</b>	Finance
<b>Phone:</b>	502/352-2101
<b>Email:</b>	<a href="mailto:adisponette@frankfort.ky.gov">adisponette@frankfort.ky.gov</a>

**7.6** To consider the approval of a Rate Stabilization Agreement between the City of Frankfort and KLC for the renewal of the Property and Casualty policy for the period 2016-17 thru 2018-19 (3 year period) and to authorize the Mayor to sign all related documents (Finance).

**Purpose:** To consider the approval of a Rate Stabilization Agreement between the City of Frankfort and KLC for the renewal of the Property and Casualty policy for the period 2016-17 thru 2018-19 (3 year period).

**Background:** The City is on the final year of a three year contract for 2016-17 (Contract term 2014-15 thru 2016-17). The cumulative premiums for the time period from the previous contract period (2013-14 thru 2016-17) has been flat (approximately \$680,000/yr.). KLC is currently offering the City a savings of \$21,000 for 2016-17 and is furthermore proposing an extended offer for the premium to not increase more than 3% per year for 2017-18 and 2018-19 in exchange for extending the contract through 2018-19 (3% increase would be approximately \$20,000 maximum per year).

**Financial Analysis:** The City will achieve a savings of \$21,000 for 2016-17. KLC is offering to extend the City's Property and Casualty thru 2018-19. The insurance premium could rise by a net increase of \$19,000 worst case for the period 2016-17 thru 2018-19 (2016-17 \$-21,000K, 2017-18 \$20,000K, 2018-19 \$20,000K = \$19,000).

**Recommendation:** Approval

**Attachments:**

- KLC Contract

**Contact Persons:**

<b>Name:</b>	Steve Dawson	Rob Moore
<b>Title:</b>	Director	City Solicitor
<b>Department:</b>	Finance	Legal
<b>Phone:</b>	502/875-8500	502/209-1218
<b>Email:</b>	<a href="mailto:Sdawson@frankfort.ky.gov">Sdawson@frankfort.ky.gov</a>	<a href="mailto:Rmoore@stites.com">Rmoore@stites.com</a>

- 7.7 To grant permission for the fire department to apply for the Assistance to Firefighters Grant (AFG) and authorize the Mayor to sign all related documents (Fire).

**Purpose:** To grant permission for the Fire Department to apply for the Assistance to Firefighters Grant (AFG) and authorize the Mayor to sign all related documents.

**Background:** The Fire Department will apply for stretcher lift assist devices for the ambulances. A total of (8) unit will be requested at the total cost of \$437,840. The application period will close in mid-November. In October, permission to apply for (7) units was given. However, since the October meeting, data has been reviewed suggesting that requesting funding for all units including the ambulance mounting system were more successful than requesting partial project requests. Other services that have implemented the equipment have seen an approximately 50% reduction in the number of back injuries associated with patient lifts.

**Financial Analysis:** Currently, only a portion of the match is budgeted, but it is likely that the match can be met through deferring other equipment.

**Recommendation:** Approval

**Attachment:** None

**Contact Person:**

<b>Name:</b>	Eddie Slone
<b>Title:</b>	Fire Chief
<b>Department:</b>	Fire
<b>Phone:</b>	502/875-8511
<b>Email:</b>	<a href="mailto:eslone@frankfort.ky.gov">eslone@frankfort.ky.gov</a>

**7.8** To award a contract (Phase 1) with ADE Contracting for repairing sidewalks in Downtown Frankfort and authorize the Mayor to sign all related documents (Public Works).

**Purpose:** To award a contract (Phase 1) with ADE Contracting for repairing sidewalks in Downtown Frankfort and authorize the Mayor to sign all related documents.

**Background:** In Spring 2016 Precision Concrete was contracted to repair trip hazards in the downtown area of Frankfort. Some trip hazards could not be repaired with their method and instead will need new panels of sidewalk installed. The contract to remove and replace the existing sidewalk to facilitate these repairs has been divided into two phases.

The estimated quantities for this project have been applied to the 2016-17 Unit Price Concrete Annual Contract to determine the lowest bidder. The bids are as follows:

<u>Contractor</u>	<u>Total</u>	<u>with 15% Contingency</u>
1. ADE Contracting	\$173,315.10	\$199,312.37
2. Karsner Construction	\$181,068.50	\$217,282.20
3. Randle-Davies	\$225,055.00	\$270,066.00

ADE Contracting is the apparent low bidder. The contract is paid on actual quantities installed.

**Financial Analysis:** Funds for this project, \$199,312.37, are available in the Municipal Aid Account (Account No. 535-00-51100).

**Recommendation:** Approval

**Attachments**

- Copy of the Contract
- Copy of Recommendation Letter

**Contact Person:**

**Name:** Tom Bradley, PE  
**Title:** Director  
**Department:** Public Works  
**Phone:** 502/875.8500  
**Email:** [tbradley@frankfort.ky.gov](mailto:tbradley@frankfort.ky.gov)

**7.9** To award a contract with ADE Contracting for repairing damaged sidewalks at multiple locations throughout the City of Frankfort and authorize the Mayor to sign all related documents (Public Works).

**Purpose:** To award a contract with ADE Contracting for repairing damaged sidewalks at multiple locations throughout the City of Frankfort and authorize the Mayor to sign all related documents.

**Background:** Public Works receives frequent requests to make repairs to City sidewalks. Each site is inspected and action is only taken if the site meets the %First Priority+ as described in the 2010 Sidewalk Policy. ADA compliant ramps are added at these sites if they are not currently available. The First Priority in the 2010 Sidewalk Policy reads;

*Severely damaged (hazardous) Public Sidewalk or Public Sidewalks that are non-compliant with the current ADA regulations; including Public Sidewalks with vertical offsets at joints larger than 1/2 inch, intersecting cracks in one panel subject to displacement, and settlement in Public Sidewalks larger than 4 inches in an 8 foot span.*

The Contractor will repair specific failures on Logan St., East 3<sup>rd</sup> St., West Todd St., Ewing St., Capital Ave., Medical Heights Dr., Oaklawn Dr., East Main St. and New St. The list is subject to change slightly but the amount of the contract shall not exceed the contingency.

The estimated quantities for this project have been applied to the 2016-17 Unit Price Concrete Annual Contract to determine the lowest bidder. The bids are as follows:

<u>Contractor</u>	<u>Total</u>	<u>with 15% Contingency</u>
1. ADE Contracting	\$57,281.70	\$68,738.04
2. Karsner Construction	\$59,167.00	\$71,000.40
3. Randle-Davies	\$72,150.00	\$86,580.00

ADE Contracting is the apparent low bidder. The contract is paid on actual quantities installed.

**Financial Analysis:** Funds for this project, \$68,738.04, are available in the Municipal Aid Account (Account No. 535-00-51100).

**Recommendation:** Approval

**Attachments**

- Copy of the Contract
- Copy of the Recommendation Letter

**Contact Person:**

**Name:** Keith Parker, PE  
**Title:** Deputy Director  
**Department:** Public Works  
**Phone:** 502/875.8500  
**Email:** [kparker@frankfort.ky.gov](mailto:kparker@frankfort.ky.gov)

**7.10** To increase the scope of an existing contract with ADE Contracting for the construction of new curb, sidewalk and pad for a new bus shelter on Schenkel Lane and authorize the Mayor to sign all related documents (Public Works).

**Purpose:** To increase the scope of an existing contract with ADE Contracting for the construction of new curb, sidewalk and pad for a new bus shelter on Schenkel Lane and authorize the Mayor to sign all related documents.

**Background:** While ADE Contracting was completing Phase 3 of the Schenkel Lane Sidewalk Project, Public Works identified an optimal location for a new bus stop on the shoulder of Schenkel Lane near the Supplemental Nutrition Assistance Program office. This new stop will drop off transit riders where they will have a short ADA accessible path to the Supplemental Nutrition Assistance Program office

The majority of this additional work will be accounted for in the original contract contingency amount. An additional \$7,000 plus another small contingency will be required to complete the project.

**Financial Analysis:** Funds for this project, \$8,400 (includes 20% contingency) are available in the Municipal Aid Account (Account No. 535-00-51100).

**Recommendation:** To accept a change order to the existing Schenkel Sidewalk Phase 3 contract to allow ADE to perform additional work to construct a bus stop on Schenkel Lane and authorize the Mayor to sign all related documents.

**Attachments**

- Copy of the Change Order

**Contact Person:**

**Name:** Keith Parker, PE  
**Title:** Deputy Director  
**Department:** Public Works  
**Phone:** 502/875-8500  
**Email:** [kparker@frankfort.ky.gov](mailto:kparker@frankfort.ky.gov)

- 7.11 To award a one-year contract extension for janitorial services to Lauraç Cleaning Service, LLC. and authorize the Mayor to sign any related documents (Public Works).

**Purpose:** To award a contract for janitorial services to Lauraç Cleaning Service, LLC and authorize the Mayor to sign any related documents.

**Background:** In November 2014 the City Commission approved a two-year contract for cleaning service with Lauraç Cleaning Service, LLC. That contract has an option for renewal on a yearly basis thereafter. Lauraç Cleaning Service, LLC. has provided quality service in the past two years, with a noticeable improvement over past cleaning contractors.

**Financial Analysis:** The contract rate for cleaning services is \$5800 per month. Funds are available in Account #100.64.53295 for the cleaning services agreement with Lauraç Cleaning Service, LLC.

**Recommendation:** Approval

**Attachments:**

- Contract Extension Agreement

**Contact Person:**

**Name:** Tom Bradley, P.E.  
**Title:** Director  
**Department:** Public Works  
**Phone:** 502/875-8500  
**Email:** [Tbradley@frankfort.ky.gov](mailto:Tbradley@frankfort.ky.gov)

- 7.12 To award a contract with Otis Engineering for engineering services related to the Downtown Sidewalk Repair Project and authorize the Mayor to sign all documents related to the project (Public Works).

**Purpose:** The purpose of this item is to award a contract with Otis Engineering for engineering services related to the Downtown Sidewalk Repair Project and authorize the Mayor to sign all documents related to the project.

**Background:** In Spring 2016 Precision Concrete was contracted to repair trip hazards in the downtown area of Frankfort. Some trip hazards could not be repaired with their method and instead will need new panels of sidewalk installed. Otis Engineering will provide construction monitoring, stakeout/layout and coordination for this project.

Otis Engineering will be providing engineering services including the following:

1. Pre-construction on-site meeting with contractor and Public Works
2. Stakeout/layout coordination as needed
3. Contact and coordination with adjacent properties during construction as needed

**Financial Analysis:** Engineering Services for this project are based upon a negotiated fee equal to 12% of the actual construction costs. Construction costs for the project are estimated at \$199,312.37 and the associated contract with Otis Engineering will be \$23,917.48.

Funds for this project are available in the Municipal Aid Account (Account No. 535-00-51100) and included in the FY2016-2017 Budget.



**Recommendation:** Approval

**Attachments:**

- Letter from Otis Engineering

**Contact Person:**

**Name:** Tom Bradley, PE  
**Title:** Director  
**Department:** Public Works  
**Phone:** 502/875.8500  
**Email:** [tbradley@frankfort.ky.gov](mailto:tbradley@frankfort.ky.gov)

<b>7.13</b>	<b><u>Personnel</u></b>	<b><u>Employee</u></b>	<b><u>Department</u></b>	<b><u>Date</u></b>	<b><u>Other</u></b>
	Appointment	Freda Hardison	City Manager/HR	11/2/16	Payroll Specialist
	Appointment	Cody Allen	PW/Solid Waste	11/29/16	PW Tech I
	Promotion	Carl Groce	Sewer	11/1/16	Lead Plant Operator
	Resignation	William Satterley	PW/Solid Waste	11/3/16	Public Works Tech III

**Attachments:**

- Resignation Letter - William Satterley

**Contact Person:**

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

**8. BOARD APPOINTMENTS**

**9. OLD BUSINESS**

**9.1** To authorize the Mayor to sign the Memorandum of Agreement between the City of Frankfort and the Capital Community Economic Industrial Development Authority, Inc., d/b/a/ Kentucky Capital Development Corporation (%CDC+) to implement a pilot economic development project (%Project+) in the City of Frankfort that would provide enhanced internet access to students located within the City boundaries, and all related documents.

**Purpose:** To authorize the Mayor to sign the Memorandum of Agreement between the City of Frankfort and the Capital Community Economic Industrial Development Authority, Inc., d/b/a/ Kentucky Capital Development Corporation (%CDC+) to implement a pilot economic development project ( %Project+) in the City of Frankfort that would provide enhanced internet access to students located within the City boundaries, and all related documents.

**Background:** The City of Frankfort has engaged in discussions with the Frankfort Independent School System and KCDC concerning the implementation of an economic development project within the City limits. The economic development project would require the payment by the City to KCDC of the amount of \$200,000 in order to complete the following items:

1) Wireless and technology upgrades are required to be installed/implemented at Frankfort High School, Second Street School, the Early Learning Academy, and at the Rosenwald Empowerment Preparatory Academy. Frankfort Independent will be responsible for paying for the installation/implementation of these wireless and technology upgrades at each of these locations. Upon the completion of the installation/implementation of these wireless and technology upgrades at all of these locations, Frankfort Independent shall submit a request for reimbursement to KCDC, supported by invoices and other documentation reflecting the completion of this work. After KCDC's review and acceptance of the request for reimbursement, KCDC shall issue a check to reimburse Frankfort Independent for these costs, said reimbursement check not to exceed \$80,000;

2) Frankfort Independent has identified a number of students without internet access in the home, which results in an internet access gap and is an impediment to learning/education. The Frankfort Plant Board has agreed to work with Frankfort Independent in installing devices to close this internet gap, as set forth in Attachment A to the MOA. Upon the completion of the work set forth in Attachment A, Frankfort Independent shall submit a request for reimbursement to KCDC, supported by invoices and other documentation reflecting the completion of this work. After KCDC's review and acceptance of the request for reimbursement, KCDC shall issue a check to reimburse Frankfort Independent for these costs, said reimbursement check not to exceed \$60,000; and,

3) A communication/marketing/branding program will also be carried out for the City of Frankfort and other institutions within the City, including but not limited to Frankfort Independent. The City, Frankfort Independent and KCDC will develop this communication/marketing/branding program and ensure the completion of same. Subject to the approval of the City Manager, KCDC shall issue a check to reimburse itself and Frankfort Independent for the costs of this communication/marketing/branding program, said reimbursement not to exceed \$60,000.

The MOA further provides that KCDC shall require Frankfort Independent to submit to it and the City of Frankfort a written quarterly report on the progress/status of the Project. After the 2017 school year has begun, this quarterly report shall include the number of students involved in the Project, the Program's impact on the performance of the students (including improvements or decreases in school participation and grades), and other relevant information needed to successfully monitor and complete the pilot Project. KCDC agrees to provide the City of Frankfort with a written report containing its determination of the effectiveness of the Project in enhancing/improving economic development in Frankfort.

**Financial Analysis:** There would be a financial impact to the City in an amount not to exceed \$200,000. The intent is for this payment to result in enhanced economic development in the City of Frankfort.

**Recommendation:** Approval

**Attachments:**

- MOA
- Attachment A

**Contact Person:**

**Name:** Robert C. Moore  
**Title:** City Solicitor  
**Department:** Legal  
**Phone:** 502/209-1218  
**Email:** [rmoores@stites.com](mailto:rmoores@stites.com)

10. **NEW BUSINESS**
11. **CLOSED SESSION PER KRS 61.810(1)(c) LITIGATION AND KRS 61.810(1)(f) PERSONNEL**
12. **ADJOURNMENT**