

AGENDA

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

MARCH 23, 2015
5:00 P.M. (EDT)

1. INVOCATION

Rev. Robert Houston

PLEDGE OF ALLEGIANCE

ROLL CALL

MINUTES

February 5, 2015 Special Meeting; February 23, 2015 Regular Meeting.

2. CEREMONIAL ITEMS

3. CITIZEN COMMENTS

4. ORDINANCES

4.1 **SECOND READING:** An Ordinance amending Chapter 90, Animals, Section 90.20, Pet License Required, Section 90.23, Impoundment, 90.24, Reclamation by Owner or Custodian, and 90.25, Adoption of Dog or Cat; Time Limit, of the City of Frankfort Code of Ordinances.

Purpose: The amendment of Sections 90.20, 90.23, 90.24 and 90.25 of the City of Frankfort Code of Ordinances to adjust the fees charged to persons licensing, reclaiming and/or adopting dogs and cats, amend the time period for impounding cats, and establish a trap, neuter and release pilot program for feral cats.

Background: This chapter of the Frankfort Code of Ordinances is being amended to make the licensing fees for dogs and cats consistent with the fees charged by neighboring counties and humane societies, make the period of time animals must be held prior to euthanization consistent with state law and to increase the pickup fee to be paid by owners of animals that were delivered to the Humane society. Additionally, the ordinance creates a 5 year pilot trap neuter and release program to address the growing number of feral cats within the city.

This Ordinance had its first reading on February 23, 2015.

Financial Analysis: N/A

Recommendation: Approval

Attachment:

- Ordinance

Contact Person

Name: Rob Moore
Title: City Attorney
Department:
Phone: 502/227-2271
Email: Rmoore@Hazelcox.com

4.2 FIRST READING: An Ordinance amending Ordinance No. 5, 2015 Series, and Chapter 37, Section 37.31(E) Job Classifications of the Frankfort Code of Ordinances regarding Fire Department Personnel.

Purpose: To adopt this ordinance to make a technical correction to the List of Job Classifications set forth in Ordinance No. 5, 2015 Series, and Section 37.31(E) of the City of Frankfort Code of Ordinances to reflect the proper pay grade (28) for the position of Fire Captain for those appointed after 2/23-15.

Background: Section 37.31(E) of the City of Frankfort Code of Ordinances was amended by Ordinance No. 5, 2015 Series to eliminate the position of Fire Lieutenant, and the List of Job Classifications set forth in Section 37.31(E) was amended to reflect this change. However, the pay grade was not changed from 30 to 28. Accordingly, this ordinance is needed to change the paygrade for Fire Captain to 28 for those appointed after 2-23-15.

Financial Analysis: There should be no financial impact as a result of this Ordinance.

Recommendation: Approval.

Attachment:

- Ordinance.

Contact Person

Name: Eddie Slone
Title: Fire Chief
Department: Fire
Phone: 502/875-8556
Email: eslone@frankfort.ky.gov

5. ORDERS

6. RESOLUTIONS

6.1 Resolution authorizing the filing of an application for 2015 Recreational Trails Program Grant funds.

Purpose: Requesting approval to apply for grant funds to build trails that will install a walking/biking trail at the Juniper Hill Aquatic Center and to authorize the Mayor to execute all grant documents pertaining to this application.

Background: The Department for Local Government has asked for projects for the 2015 funding cycle. Staff recommends installing a recreational health and wellness walking/biking trail at Juniper Hill Park attaching the aquatic center to all amenities as well as several sidewalk areas including the new bike lanes and crosswalks and Louisville Road. Total costs to complete the project will be \$92,000.00. Our grant request will be for \$46,000.00 and the City's match will be \$46,000.00 which can be met with cash or in-kind services.

Financial Analysis: Match for the project will be 50 percent of the overall project. Grants funds requested will not exceed \$46,000.00 which would make the city match \$46,000.00 in cash or in-kind contributions.

Recommendation: Approval

Attachments:

- Resolution
- Map of Trail

Contact Persons

Name: Jim Parrish Rebecca Hall

Title:	Director	Community Relations/Grants Mgr.
Department:	Parks & Recreation	City Manager
Phone:	502/352-2031	502/875-8500
Email:	jparrish@frankfort.ky.gov	Rhall@Frankfort.ky.gov

6.2 A Resolution authorizing the filing of an application with the Department of Transportation, United States of America, for a grant under Moving Ahead for Progress in the 21st Century (MAP-21).

Purpose: The purpose of this item is to adopt a resolution authorizing the Mayor to file an application with the U.S. Department of Transportation for 5311 (Public Transportation Operating and Administrative), 5339 (Capital) Grants under the MAP-21.

Background: This resolution must be adopted each year in order to apply for 5311 (Public Transportation) and 5339 (Capital) Grants. The grants local share is 50% for 5311 Operating Expenses and 20% for 5311 Administrative Expenses (Administrative Expenses cannot exceed 20% of the overall grant). The Local Share for 5339 (Capital) is 20% of the total grant. This Resolution authorizes the Mayor to execute and file on behalf of the City an application with the U.S. Department of Transportation for a Section 5311 and Section 5339 Grant that provides operating and administrative to the City's Public Transit System.

Recommendation: Approval

Attachment:

- Resolution

Contact Person:

Name:	Thomas Bradley	Rebecca Hall
Title:	Director	Grants Manager
Department:	Public Works	City Manager
Phone:	502/875-8500	502/875-8500
E-mail:	TBradley@frankfort.ky.gov	rhall@frankfort.ky.gov

6.3 A Resolution committing the local share of funds necessary to secure a Section 5307/5311 Grant application.

Purpose: The purpose of this item is to adopt a resolution authorizing the Mayor to file an application with the U.S. Department of Transportation for 5311 (Public Transportation Operating and Administrative), 5339 (Capital) Grants under the MAP-21.

Background: This resolution must be adopted each year in order to apply for 5311 (Public Transportation) and 5339 (Capital) Grants. The grants local share is 50% for 5311 Operating Expenses and 20% for 5311 Administrative Expenses (Administrative Expenses cannot exceed 20% of the overall grant). The Local Share for 5339 (Capital) is 20% of the total grant. We have been advised by Transportation Delivery staff to apply for Capital funds under both 5311 and 5339. We will be awarded from whichever program has funds available. The Operating budget includes the continuation of Transit Services and the Capital requests includes 8 buses, 1 SUV, a back-up generator for the Transit Building and 4 Samsung tablets with mounts. This Resolution authorizes the Mayor to execute and file on behalf of the City an application with the U.S. Department of Transportation for a Section 5311 and Section 5339 Grant that provides operating and administrative to the City's Public Transit System.

Financial Analysis: The local share for Operating expenses is not to exceed \$712,579.00 available in Transit's General Fund 67 Budget. The local share for Capital expenses is not to exceed \$71,947.00 and is available in the Transportation Improvement Account No. 535-00-51100.

Recommendation: Approval

Attachment:

- Resolution

Contact Person:

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

- 6.4 A Resolution authorizing acceptance of the U.S. Secretary of Transportation Anthony Foxx's "Mayors' Challenge for Safer People, Safer Streets."

Purpose: To authorize the issuance of a Resolution formally accepting the Mayors' Challenge for Safer People, Safer Streets.

Background: United States Transportation Secretary Anthony Foxx has issued a call to action for the Mayors of cities in the United States to take steps to put in place the infrastructure needed to enhance the safety of our community. The City of Frankfort is committed to providing the safest possible environment for all its citizens, including those who walk or ride bikes on its sidewalks and roadways, and has taken and will continue to take such steps.

Financial Analysis: This Resolution will have no fiscal impact.

Recommendation: Approval

Attachment:

- Resolution

Contact Person

Name:	Tom Bradley
Title:	Director
Department:	Public Works
Phone:	502/875-8500
Email:	Tbradley@Frankfort.ky.gov

7. **CONSENT CALENDAR**

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

- 7.1 To authorize a bid award to Hayes Pipe Supply, Inc. to purchase pipe and fittings for the Kentucky Avenue Interceptor Project, and authorize the Mayor to sign all documents associated with the purchase (Sewer Department).

Purpose: The purpose of this item is to consider a bid award to Hayes Pipe Supply, Inc. to purchase pipe and fittings for the Kentucky Avenue Interceptor Project and authorize the Mayor to sign all documents associated with the purchase.

Background: The City of Frankfort Wastewater Treatment Plant is fed by two sewer lines beneath Kentucky Avenue that transports all of the flow for the City to the Wastewater Treatment Plant. One line is a 27 inch Vitrified Clay Pipe that was installed in the mid 1950's and the other is a Reinforced Concrete

Pipe that varies from 36-inch to 48-inch diameter that was installed in the early 1980's. Both of these pipes are showing severe structural defects and are in need of major work. The Kentucky Avenue Interceptor Project will install approximately 4,600 feet of 48-inch diameter pipe in a new route to replace the 1950's era 27-inch diameter clay pipe so that it can be abandoned. Additionally the Reinforced Concrete Pipe will be upsized to a minimum of 42-inch diameter and the remaining pipe will be rehabilitated to extend the usable life. This bid is to purchase 4,600 feet of 48-inch diameter pipe and 600 feet of 42-inch diameter pipe and associated fittings to provide to successful bidder of the construction. By procuring this pipe directly the City will save the sales tax on this purchase and reduce the total project costs.

The bid is recommended to be awarded to Hayes Pipe Supply, Inc. who is the lowest responsible bidder at \$ 459,894.00. Bids were received on March 12, 2015 and Hayes Pipe Supply, Inc. was determined to be the lowest qualified bidder. There were 4 bids received, the remaining bids were CI Thornburg for \$472,921.70, Ferguson Water Works for \$460,774.00, and H D Supply for \$473,996.00.

Financial Analysis: Funding is available in Account No. 300-68-54390. This account has \$12,005,000 budgeted and as of January 31, \$-55,254 has been expensed and encumbered.

Recommendation: Approval

Attachment:

- Financials from Bid Package

Contact Person:

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

7.2 Removed from Agenda

7.3 To approve the execution of a Memorandum of Agreement between the Commonwealth of Kentucky (Finance and Administration Cabinet) and the City of Frankfort and authorize the Mayor to sign all associated documents (Planning & Building Codes Department).

Purpose: To enter into a Memorandum of Agreement between Commonwealth of Kentucky (Finance and Administration Cabinet) and the City of Frankfort and authorize the Mayor to sign all associated documents.

Background: The Frankfort Planning & Building Codes Department recently requested a traffic analysis to be completed by the Frankfort/Franklin County Joint Planning Commission's traffic consultant for the proposed development located at 300 Sower Boulevard (future building to be leased by the State for approximately 1300 state employees). This Memorandum of Agreement was submitted by the State to reimburse the City for the direct costs (\$2,500) associated to the requested traffic analysis. The primary condition of the MOA is that the traffic report is to be completed no later than March 31, 2015.

Financial Analysis: This agreement will reimburse the city's direct financial cost of \$2,500 by the Commonwealth of Kentucky for the traffic analysis being completed by the Frankfort/Franklin County Joint Planning Commission.

Recommendation: Approval

Attachments:

- Memorandum of Agreement

- Work order from Planning Commission's Traffic Consultant

Contact Person:

Name: Gary Muller
Title: Director
Department: Planning & Building Codes
Phone: 502/875-8500
Email: gmiller@frankfort.ky.gov

- 7.4 To approve a Professional Services Agreement with HMB Professional Engineers, Inc. (HMB) to perform a study of the Department's Sludge Processing Process and make recommendations on equipment/methods alternatives that will improve the quality of biosolids and reduce the cost of handling, and authorize the Mayor to sign all related documents (Sewer Department).

Purpose: The purpose of this item is to consider approval of a Professional Services Agreement with HMB Professional Engineers, Inc. (HMB) to perform a study of the Department's Sludge Processing Process and make recommendations on equipment/methods alternatives that will improve the quality of biosolids and reduce the cost of handling and authorize the Mayor to sign all related documents.

Background: Sludge production at the Sewer Department has been steadily rising over the past several years resulting in increased costs of disposal of biosolids. HMB was part of the original design team for the existing Wastewater Treatment Plant and were the designers of the plant upgrade performed in 2000; therefore, HMB has all drawings and design documents on hand and has the staff available to perform the study. HMB will be making a recommendation on sludge handling equipment that will fit into the limited space available in the existing sludge room, considering options that will increase our percent solids thereby reducing our disposal costs.

The cost for this Professional Services Agreement is \$19,500.00

Financial Analysis: Funding is available in Account No. 300-68-54390. This account has \$12,005,000 budgeted and as of January 31, \$-55,254 has been expensed and encumbered.

Recommendation: Approval

Attachment:

- 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

- 7.5 To authorize approval of Change Order #1 to the construction contract to Layne Inliner, LLC for rehabilitation of approximately 4100 linear feet of rehabilitation of concrete pipe with sizes ranging from 12-inch to 24-inch in diameter using cured in place pipe, 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 Layne Inliner, LLC for rehabilitation of approximately 4100 linear feet of rehabilitation of concrete pipe with sizes ranging from 12-inch to 24-inch in diameter using cured in place pipe and to authorize the Mayor to sign all documents related to the project.

Background: The Sewer Department received bids on April 24, 2014, for the rehabilitation of approximately 4100 linear feet of deteriorated concrete pipe with sizes ranging from 12-inch to 24-inch in diameter using cured in place pipe in the area of US 460 and Thornhill bypass. This will structurally repair this interceptor that has had 5 collapses in the last 3 years. In addition to making the pipe structurally sound, the repair will significantly reduce amount of Inflow & Infiltration entering the pipe.

In May 2014 the commission awarded a \$510,198.00 contract to Layne Inliner, LLC for construction. Work started in July of 2014 and is approximately 75% complete. The engineers estimate for the project was \$884,732.

Change Order 1: As explained above in the background this particular line had experienced 5 collapses in the past. From the completion of the engineering evaluation until the time the contractor commenced work another major collapse occurred in the area of East Main Street and Elkhorn drive extending over to the parking lot of Crestwood Baptist Church and a second collapse downstream in state right of way paralleling Thornhill Bypass. With these collapses the lines cannot be lined as originally contracted. They will have to be open cut and replaced with new pipe. The section along Thornhill bypass is approximately 725 feet long and will require three new manholes. The section in the area of East Main and Elkhorn Drive is approximately 560 feet long but would include crossing East Main Street. To avoid this repair under East Main a redesign will allow us to replace only 300 feet that is in Elkhorn Drive and avoid the replacement under East Main. To save money on the contract Sewer Department crews will close the abandoned facilities to reduce the Change Order by \$29,000.00. The Change Order will consist of reduction of \$149,030.00 for the pipes that cannot be lined and an increase of \$327,904.00 for the open cut construction for a net increase of \$178,874.00. In addition the time will be extended by 239 days. The time extension includes time to put the project on hold until the completion of the new Bon Air Pump Station. With the new pump station a large amount of flow will be redirected which is saving money on this change order by decreasing the amount of bypass pumping required.

Original Contract	\$510,198.00
Change order #1	<u>\$178,874.00</u>
Total	\$689,072.00

Financial Analysis: Funding is available in Account No. 300-68-54390. This account has \$12,005,000 budgeted and as of January 31, \$-55,254 has been expensed and encumbered.

Recommendation: Approval

Attachment:

- Change Order 1

Contact Person

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

7.6 To authorize acceptance of the bid of \$191,995 from Cunningham (Yamaha) for sixty-five (65) new electric, 48 Volt, golf carts for Juniper Hill Golf Course, and authorize the Mayor sign all related documents (Parks & Recreation / Golf).

Purpose: To authorize acceptance of the bid of \$191,995 from Cunningham (Yamaha) for sixty-five (65) new electric, 48 volt golf carts for Juniper Hill Golf Course.

Background: The City Commission approved the authorization to bid for sixty-five (65) golf carts at the February 23, 2015 City Commission Meeting. On March 19, 2015 bids were received. We are recommending Cunningham (Yamaha) be awarded the bid. Juniper Hill Golf Course purchased 65 new

Yamaha electric golf carts in May of 2008. These golf carts are approaching their eighth summer. The normal life span for golf cart fleets at public golf courses are in the 5-6 year range. Our carts have all received new sets of batteries from 2010 through 2012 as needed. At this time, approximately 45 of the carts will need a new set of batteries immediately. Additionally, many of the carts are showing more wear with wheel bearings, brake issues, tire/windshield replacements, and other expenses beginning to really add up. We have inventoried the current fleet and determined we need \$31,500 for new batteries and an additional \$7,000 for windshields, new tires, seat covers, and other accessories. We believe this money can be better spent toward a new fleet.

Financial Analysis: The purchase of 65 electric golf carts will include the trade-in value of our current golf cart fleet. As in May 2008, funds are available for purchase from the Transportation Improvement Account. Division 79 (Juniper Hill Golf Course) will make monthly payments back to the Transportation Account over a multi-year payment schedule from account 100.79.53295, thereby avoiding finance and interest charges.

Recommendation: Approval

Attachment:

- Bid sheet

Contact Persons

Name:	Jim Parrish	Kirk Schooley
Title:	Director	Golf Pro
Department:	Parks, Recreation, & Historic Sites	Juniper Hill Golf Course
Phone:	502/803-0241	502/875-8559
Email:	jparrish@frankfort.ky.gov	kschooley@frankfort.ky.gov

- 7.7 To authorize an Amendment No. 1 for Jacobs Engineering Group, Inc. for changes in the contract cost and time of the Two Creeks Pump Station and Sanitary Sewer Rehabilitation Project due to additional design needed and additional time for construction oversight, and to authorize the Mayor to sign all related documents (Sewer Department).

Purpose: To approve Amendment No. 1 for Jacobs Engineering Group, Inc. for changes in the contract cost and time of the Two Creeks Pump Station and Sanitary Sewer Rehabilitation Project due to additional design needed and additional time for construction oversight and authorize the Mayor to sign all related documents.

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

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

This project is expected to address the regulatory requirements and mitigate four SSO's for the Consent Judgment. During heavy rains sanitary sewer overflows have occurred in this area in the past and the Sewer Department is required to address the overflows by state and federal regulators. A significant amount of inflow has been eliminated by pipe rehabilitation in a previous project and an upcoming project will address infiltration contributed by manholes. In addition, a future project will also address illicit

stormwater connections to the sanitary sewers by sump pumps. All stormwater removed from the sanitary sewers is now a surface water issue, no stormwater projects have been programmed into this project.

The original substantial completion date was anticipated to be May 17, 2015 however an additional 90 days is being requested to complete the project to allow sufficient time for any additional support that Frankfort may require. This will result in a substantial completion date of August 17, 2015.

Amendment #1 adds additional time to the contract to address:

1. Review and processing time for twenty (20) submittals not included in the construction services agreement,
2. Review and processing time for ten (10) submittals with multiple (3 or more) resubmittals (This cost will be deducted from the Contractors final pay request to reimburse the Sewer Department),
3. Redesign as part of the elimination of the Goshen Pump Station.

The total amount of the contract is summarized below:

Original Contract	\$302,638.00
Amendment Number 1	\$ 25,056.00
Revised Contract Amount	\$327,694.00

Financial Analysis: Funding is available in Account No. 300-68-54390. This account has \$12,005,000 budgeted and as of January 31, \$-55,254 has been expensed and encumbered.

Recommendation: Approval

Attachment:

- Amendment No. 1

Contact Person:

Name: William R. Scalf, Jr., PE

Title: Director

Department: Sewer

Phone: 502/875-2448

Email: wscalf@frankfort.ky.gov

- 7.8** To approve a Contract with Advancing Sustainable Aquaculture Performance for Fish (ASAPFish) to utilize excess equipment at the Wastewater Treatment Plant (WWTP) for an experimental program to develop a commercial model to optimize production and survival of aquaculture species in wastewater effluent, and authorize the Mayor to sign all documents related to the Contract (Sewer Department).

Purpose: The purpose of this item is approve a Contract with Advancing Sustainable Aquaculture Performance for Fish (ASAPFish) to utilize excess equipment at the WWTP for an experimental program to develop a commercial model to optimize production and survival of aquaculture species in wastewater effluent and authorize the Mayor to sign all documents related to the Contract.

Background: Dr. Steve Mims, President of Advancing Sustainable Aquaculture Performance for Fish (ASAPFish), has presented a business plan to develop a commercial model to optimize production and survival of major species (i.e. paddlefish and bass) to supply seed stock to regional fish farmers, see attached proposal from ASAPFish for additional information on the program. Dr. Mims, then a professor at Kentucky State University (KSU), originally contacted the Sewer Department in 2004 to discuss utilizing excess facilities at the wastewater treatment plant to raise fish in our treated effluent. In 2006 the City signed the first of 4 contracts with KSU and the program has been a success for KSU and the results have been published in numerous publications, including several international publications.

Dr. Mims has since retired from KSU and wants to continue to his research and has started his own company and has requested the Sewer Department consider a similar agreement that was previously in effect with KSU. The Sewer Department currently has a 30,000 gallon in ground tank that is not being utilized and is acceptable to Dr. Mims. This will be a three year program with an annual lease payment of \$100 to cover to the costs associated with running an aerator. Additionally, ASAPFish will pay the Sewer Department a percentage of the sale of the fish in year 2 and 3 of the project.

An additional benefit to the Sewer Department will be the harvesting of daphnia from the plant clarifiers, the daphnia will be used as a food source for the fish. Daphnia in the clarifiers can cause a high discharge of suspended solids if not monitored and controlled. Harvesting of the daphnia helps keep them in check and reduces the maintenance required by the operators to keep them in check and reduces the amount of chemicals required to settle the solids.

Financial Analysis: This project will have minimal financial impact on the Department; however, ASAPFish will lease the tank for \$100 per year.

Recommendation: Approval

Attachments:

- Proposal from ASAPFish
- Contract
- Copy of June 2014 Publication in the Journal of the World Aquaculture Society, coauthored by Dr. Mims

Contact Person:

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

- 7.9** To authorize Amendment #1 with Otis Engineering LLC for the design, construction administration and inspection services associated with installation of replacement sewer in Cline Street in Bellepoint and authorize the Mayor to sign all documents associated with the project (Sewer Department).

Purpose: The purpose of this item is to authorize Amendment #1 with Otis Engineering LLC for the design, construction administration and inspection services associated with installation of replacement sewers in Cline Street in Bellepoint and authorize the Mayor to sign all documents associated with the project.

Background: The sewers along Cline Street are not built to current specifications and have frequent blockages and breakdowns and the top of the sewer pipe is exposed above ground in various locations. Otis Engineering was awarded a contract in July 2012 to perform a preliminary investigation and prepare a feasibility assessment to repair/replace the substandard sewers in the project area. Mr. Otis has completed the assessment, identified the required work and has prepared a preliminary estimate of \$110,000. This project will remove stormwater from the combined sewers as applicable to help the Department meet the mandates of the Consent Judgment.

This contract covers design of the replacement sewers, construction administration, and inspections services. The total amount of the contract is summarized below:

Original Contract	\$5,000.00
Amendment #1	<u>\$6,500.00</u>
Revised Contract	\$11,500.00

Financial Analysis: Funding is available in Account No. 300-68-54390. This account has \$12,005,000 budgeted and as of January 31, \$-55,254 has been expensed and encumbered.

Recommendation: Approval

Attachment:

- Amendment #1

Contact Person

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

- 7.10** Authorization to bid contract for open cut replacement of approximately 750-feet of 8-inch Clay pipe and replace with an 8-inch PVC Pipe and install 6 manholes on Cline Street in the Bellepoint subdivision (Sewer Department).

Purpose: To bid a contract for open cut replacement of approximately 750-feet of 8-inch Clay pipe and replace with an 8-inch PVC Pipe and install 6 manholes on Cline Street in the Bellepoint subdivision.

Background: In July 2012 the City Commission approved a contract with Otis Engineering LLC to study an area of Bellepoint that was a constant maintenance issue due to a substandard sewer pipe that is exposed in the backyards along Cline Street. During several responses to customer calls the Sewer Department has actually found open pipes where the top has been damaged by lawnmowers or other normal property owner activities. Otis Engineering has made recommendations and is working to acquire easements required for the project. This project is not in the approved budget for Fiscal Year 2014-2015 and the Sewer Department would like authorization to continue with construction plans and proceed to bidding on this project. Current Engineers estimate is \$110,000 but will be refined during the design process. This project will remove stormwater from the combined sewers as applicable to help the Department meet the mandates of the Consent Judgment.

Financial Analysis: Funding is available in Account No. 300-68-54390. This account has \$12,005,000 budgeted and as of January 31, \$-55,254 has been expensed and encumbered.

Recommendation: Approval

Attachment:

- Project area map

Contact Person

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

- 7.11** To authorize purchase of a new Chevrolet 2500 pick-up truck to be used by Animal Control, for a cost of \$27,837.00, and authorize the Mayor to sign all related documents (Police).

Purpose: To authorize purchase a 2015 Chevrolet Extended Cab 4wd truck to be utilized as the City's Animal Control response vehicle.

Background: ACO Mark Pardi is currently driving a vehicle that is 12 years old, in excess of 200,000 miles, and is in need of costly repairs. The continued use of the vehicle will result in the investment of several thousand dollars and is not financially or physically worth the investment. The Commission approved the purchase of a 2014 Ford at the price of \$24,187.00 in the February voting meeting. However, Paul Miller Ford, the state contract holder, defaulted on their agreement to hold a vehicle for purchase after the voting meeting, if approved. For this reason, police is seeking new approval to purchase a state contract priced Chevrolet truck. All indication is that the 2015 Ford model is transitioning to an aluminum frame that is not tested and is predicted to be much more expensive than the 2014 that was originally presented for commission approval. This vehicle should meet the needs of Animal Control for the next 10-15 years.

Financial Analysis: The cost of the vehicle is \$27,837.00 on state contract with Bob Hook Chevrolet in Louisville. This price includes delivery. There will be a slight fee for up-fitting the truck with a police radio, identifying stickers, and a light bar. The equipment will be recycled from the current vehicle so this will only be labor costs and will be covered out of vehicle maintenance budgeted monies. Funds are available in the State Asset Forfeiture Account No. 660-00-51100.

Recommendation: Approval

Attachments:

- Bob Hook Pricing Quote

Contact Person

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

- 7.12 To authorize entering into a Memorandum of Understanding (MOU) with the Kentucky State Police to allow officers of FPD to become members of a statewide taskforce on Internet Crimes Against Children (ICAC), and authorize the Mayor to sign all related documents (Police).

Purpose: Approval for the Chief of Police to sign an MOU with the Kentucky State Police that would enable members of FPD to participate in a statewide taskforce that combats Internet Crimes Against Children (ICAC). This will enable FPD to access valuable training and resources specific to these sensitive investigation under the federal grant funding of the taskforce. This is a federal program that is administered by the Office of Juvenile Justice and Delinquency Prevention (OJJDP). This federal program is delegated to the state, in our case, the Kentucky State Police. Frankfort Police investigators would be assigned to the task force that is managed by the Kentucky State Police.

Background: OJJDP has funded state taskforces to combat Internet Crimes Against Children. The Kentucky State Police is the administrator of the ICAC Taskforce. Investigations into these crimes require expensive equipment and training as well as sensitive software that is not widely available even to law enforcement agencies. By entering into this MOU, FPD will have access to the needed training, equipment, and software to combat these crimes in Frankfort and Franklin County. While this is a statewide taskforce, resources should not commonly be requested outside the lines of member jurisdiction.

Financial Analysis: Any financial impact should be on the positive side in grant funding for training and equipment. There exists a small chance that the manpower resources could be required outside the limits of Frankfort/Franklin County, but this is of minimal impact.

Recommendation: Approval

Attachment:

- ICAC Operational and Investigative Standards available upon request

Contact Person

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

7.13 Removed from the Agenda

7.14 To authorize acceptance of a sole source quote from EZ-Dock Mid America for boat dock expansion at Riverview Park, and authorize the Mayor to sign all related documents (Parks and Recreation).

Purpose: Permission to accept a sole source quote from EZ-Dock Mid America for boat dock expansion at River View Park. The existing dock is EZ-Dock and the expansion will match and fit with the existing dock.

Background: On December 22, 2014, the City Commission approved \$32,000 from the Restricted Audit Reserve Fund for River View Boat Dock expansion. The locks and dams 1—4 will open this year allowing river traffic from the Ohio River. The River View Park dock is the only public docking space for boaters. This will allow access by land to the Capital Plaza Hotel and downtown Frankfort for tourism.

Financial Analysis: Since monies were approved from the Restricted Audit Reserve Fund for this project, there is no fiscal impact to the General Fund Budget -- \$29,034.29

Attachments:

- EZ-Dock Mid America Quote - \$29,034.29
- 12-19-14 Audit Reserve Fund Approval
- Email from Rodney Simpson

Contact Person

Name: Jim Parrish
Title: Director
Department: Parks and Recreation
Phone: 502/875-8575
Email: JParrish@Frankfort.Ky.Gov

7.15 Request permission to approve a reduction in contract Change Order 004 on the Juniper Hill Family Aquatic Center and for the Mayor to sign all documents (Parks and Recreation).

Purpose: Request permission to approve a reduction in contract Change Order 004 on the Juniper Hill Family Aquatic Center and for the Mayor to sign all documents.

Background: In negotiating the original bid the contractor agreed to allow the city to do Direct Purchase Orders (DPO's) on materials to eliminate the 6% sales tax. This is a reduction in contract for the contractor and needs to be approved by Change Order.

Financial Analysis:	Larger Material Purchases (DPO's)	\$1,481,422
	Additions	- 10,906
	Total for Items	<u>\$1,470,516</u>

6% Savings \$88,230.96

Recommendation: Approval

Attachment:

- Change Order No. 004
- Salvaged Brick Accents (Brick from 1957 original pool incorporated in new construction)

Contact Person

Name: Jim Parrish
Title: Director
Department: Parks and Recreation
Phone: 502/875-8575
Email: JParrish@Frankfort.Ky.Gov

- 7.16** To approve the implementation recommendations as proposed by the Joint Land Use Implementation Committee and recommended by the Frankfort/Franklin County Planning Commission and authorize the Mayor to sign the proposed Memorandum of Understanding between the City of Frankfort, Franklin County, Boone National Guard, and the Capital City Airport (Planning & Building Codes Department).

Purpose: To approve implementation recommendations relating to the Joint Land Use Study (JLUS) and enter into a Memorandum of Understanding between the City of Frankfort, Franklin County, Boone National Guard, and the Capital City Airport and authorize the Mayor to sign all associated documents.

Background: The Joint Land Use Study (JLUS) Final Report was completed in March 2013. The JLUS Implementation Committee was created to review and make recommendations of the JLUS Report identified implementation recommendations. The Committee held several public meetings in 2014 and finalized their recommendations and draft memorandum of understanding on January 13, 2015.

The purpose of the JLUS report was to create a public dialogue around the complex issues of land use, economic and population growth, infrastructure delivery, environmental sustainability, and mission change. The intent of the study is to highlight common interests—attractive development, healthier environments, more efficient infrastructure, economic prosperity, and better quality of life; and to protect the military mission, while sustaining local growth.

The JLUS report is not a binding document, but is a dynamic blueprint of best practices and ideas to guide military and community policy actions in the years ahead. Franklin County, the City of Frankfort, KY National Guard/Department of Military Affairs, Transportation Cabinet and the Capital City Airport are stakeholders in the memorandum of understanding however, none of the above referenced agencies are mandated to take any action subject to another agency's recommendations. The JLUS Report includes a coordination strategy to guide decision makers and the general public through the current planning process and to build the framework for successful implementation and monitoring.

The long-term goal of the JLUS is to reduce potential incompatibility and accommodate safe local growth to sustain the regional economy. The term "incompatibility" (or encroachment) describes the operational impacts of military and airport activities on surrounding communities and the reciprocal negative effects of adjacent and unmanaged community growth on training and aviation operations.

Attached to the Planning Commission report are the 8 recommendations from the JLUS Implementation Committee based on a series of public meetings and comment. Many of the recommendations from the original study have been omitted or modified by the Committee. Also the study map was significantly reduced in area to be used in conjunction with the recommendations, and the draft Memorandum of Understanding.

On February 12, 2015, the Planning Commission approved the JLUS Implementation Committee's recommendations, and has forwarded them to the City and County for their review.

Once Fiscal Court and the Frankfort City Commission agree to the contents it will be forwarded to the Adjutant General of the Department of Military Affairs/KY National Guard on behalf of Boone National

Guard Center and to the Secretary of the Kentucky Transportation Cabinet on behalf of the Capital City Airport, so that each entity could then consider approving the recommendations.

Financial Analysis: There should be no fiscal impact to the City arising out of this request.

Recommendation: Approval

Attachment:

- Planning Commission report
- Memorandum of Understanding

Contact Person:

Name: Gary Muller
Title: Director
Department: Planning & Building Codes
Phone: 502/875-8500
Email: gmler@frankfort.ky.gov

7.17	Personnel	Employee	Department	Date	Other
	Resignation	Carla Turner	Police/Dispatch	2-24-15	Telecommunicator I; Authorize payment of all accrued leave
	Resignation	J.T. Fowler	PW/Transit	2-16-15	Transit Dispatcher I; Authorize payment of accrued leave
	Transfer	Debbie Gipson	PW/Transit	3/10/15	Transit Driver to Transit Dispatcher I
	Promotion	Mike Hockensmith	Parks & Rec	3/24/15	Parks and Recreation Supervisor to Parks and Rec Deputy Director
	Transfer	Clarence Oliver	PW/Transit	3/24/15	Sewer Tech III to Transit Driver

Attachments:

- Carla Turner’s resignation letter
- J. T. Fowler’s resignation letter (to be provided)

Contact Person

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

8. BOARD APPOINTMENTS

8.1 Housing Authority – Reappointment of Patty Peavler, for a four-year term ending 1-29-19.

Attachments:

- Mayor’s letter of recommendation
- Patty Peavler’s resume

8.2 Civil Service Board – Reappointment of Corey Bellamy, for a 4-year term ending 2-28-19.

Attachments:

- Mayor's letter of recommendation
- Corey Bellamy's resume

8.3 Civil Service Board – Reappointment of Raymond Carter, for a term ending 2-28-19.

Attachments:

- Mayor's letter of recommendation
- Raymond Carter's resume

8.4 Architectural Review Board – Reappointment of Mary Lee New, for a term ending 9-12-17.

Attachments:

- Mayor's letter of recommendation
- Mary Lee New's resume

8.5 Nuisance Code Hearing Board – Reappointment of Pat Bacon, for a term ending 1-27-18.

Attachments:

- Mayor's letter of recommendation
- Pat Bacon's resume

8.6 Board of Park Commissioners – Reappointment of Jeff Howard, for a term ending 5-1-18.

Attachments:

- Mayor's letter of recommendation
- Jeff Howard's resume

8.7 Forestry Advisory Board – Reappointment of Henry Scott Hankla, for a term ending 5-8-18.

Attachments:

- Mayor's letter of recommendation
- Jeff Howard's resume

8.8 Forestry Advisory Board – Reappointment of John P. Abell, for a term ending 5-8-18.

Attachments:

- Mayor's letter of recommendation
- John P. Abell's resume

8.9 Forestry Advisory Board – Reappointment of Jean Henry, for a term ending 5-8-18.

Attachments:

- Mayor's letter of recommendation
- Jean Henry's resume

9. OLD BUSINESS

9.1 To authorize payment of \$3,000 to the Franklin Council on Aging, Inc. to reimburse half of the expense to replace the hot water heater for the Senior Citizens' Center, and authorize the Mayor to sign all related documents (City Manager).

Purpose: To authorize payment of \$3,000 to the Franklin Council on Aging, Inc. to reimburse half of the expense to replace the hot water heater for the Senior Citizens' Center, and authorize the

Mayor to sign all related documents. Franklin County Fiscal Court also has authorized payment of half of the \$6,000 total invoice.

Background: The Executive Director of Franklin County Council on Aging/Senior Activity Center, Marche Jenkins, approached the Board at the work session on March 9 to request a \$3,000 contribution for a replacement water heater. The total cost was \$6,000 and Franklin County's Fiscal Court reimbursed the other \$3,000. The Board discussed options in lieu of a direct contribution and asked that staff gather options that would assist the Senior Activity Center. The three options offered include:

- Provide \$3,000 from the city's general fund;
- Commissioners raise \$3,000 privately and ask donors to contribute directly to the Senior Activity Center;
- The Senior Activity Center hosts a golf outing this summer, fall or next spring with the assistance of golf course staff and Commissioners.

Attachments:

- Letter of request
- Council on Aging financial statements (Financial Position June 30, 2014, and, July 2014 thru January 2015 Profit-Loss Statement)

Financial Analysis: There is minimal financial impact to the city's general fund.

Contact Person

-Name: Tim Zisoff
Title: City Manager
Department: City Manager
Phone: 502/875-8500
Email: tzisoff@frankfort.ky.gov

10. NEW BUSINESS

10.1 To authorize a commitment from the City of Frankfort of \$30,000 for a community-wide project headed by the Franklin/Franklin County Area Chamber of Commerce to create a community brand for the Frankfort/Franklin County area, and authorize the Mayor to sign all related documents (City Manager).

Purpose: To authorize a commitment from the City of Frankfort in the amount of \$30,000 for a community-wide project, headed up by the Frankfort Area Chamber of Commerce (Chamber), to hire a marketing company to create a community brand for Frankfort/Franklin County (Frankfort Area Community). The funds may be paid as a lump sum payment to the Frankfort Area Chamber of Commerce, or equal annual payments over three years.

Background: Over the past 18 months, numerous community stakeholders and the interests they represent have been developing a unified vision for our community's growth through 2050. Cooperation between these groups accelerated when the Chamber initiated their annual joint meeting with the Frankfort/Franklin County Tourist Commission, Downtown Frankfort Inc., Kentucky Capital Development Corporation, the City of Frankfort, Franklin County Fiscal Court, and Frankfort Convention Center. During the joint board meeting in March 2014, the combined group determined that community branding for the City of Frankfort and Franklin County is a top priority. A branding committee was formed as a result, and has now been expanded to include other key stakeholders including major financial and educational institutions and local media partners.

After exploring the branding vision for the community, members concluded that extensive research would be required to create a brand that defines Frankfort/Franklin County and demonstrates the unique qualities that make it an attractive place in which to live, visit and do business. Since Frankfort is simultaneously a

capital city and a small town, the brand development is challenging and requires specific expertise from a firm or individual that specializes in community branding.

After nine months of meetings the Branding Committee completed a Request for Proposal that outlines key goals and objectives of the branding initiative. In late November 2014 the Request for Proposal was sent to 29 marketing companies nationwide. Five proposals were submitted, three of which were from Kentucky, one from Pennsylvania, and one from Tennessee.

After thorough review, the Branding Committee selected the consultant that best matches the goals and objectives identified in the Request for Proposals. The Branding Consultant will announce the firm at the Joint Community Board Meeting on March 31, 2015.

Financial Analysis: If a contribution is made and spread over three years, the financial impact will be minimal.

Attachments:

- Letter of request
- RFP

Contact Persons

Name:	Tim Zisoff	Carman Inman
Title:	City Manager	President/CEO
Department:	City Manager	Frankfort Area Chamber of Commerce
Phone:	502/875-850	502/ 223-8261
Email:	tzisoff@frankfort.ky.gov	chamber@frankfortky.info

- 10.2** To consider approving a Sewer Extension Contract within Frankfort, Kentucky and to authorize the Mayor to sign all documents related to the contract (Sewer Department).

Purpose: To approve a Sewer Extension Contract with CRM/ DW Wilburn LLC for a proposed office building at 300 Sower Boulevard in Frankfort, Kentucky and to authorize the Mayor to sign all documents related to the contract.

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

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

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

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

Recommendation: Approval

Attachments:

- Sewer Extension Contract (Draft)
- Project Map

Contact Person:

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

- 10.3 **FRANKFORT POLICE DEPARTMENT – New Technology Report – Jeff Abrams**
- 10.4 **PRESENTATION BY FRANKLIN COUNTY EXTENSION OFFICE – Cynthia Briscoe**
- 10.5 **DISCUSSION OF CITY CLERK REPLACEMENT PROCESS**
- 11. **ADJOURNMENT**