

REVISED 11-19-15

AGENDA

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

**NOVEMBER 19, 2015
6:00 P.M. (EDT)**

1. INVOCATION

Rev. Sandy Lacey, First Presbyterian Church

PLEDGE OF ALLEGIANCE

ROLL CALL

MINUTES

October 1, 2015 Special Meeting; October 12, 2015 Special Meeting; October 12, 2015 Work Session; October 26, 2015 Regular Meeting; October 27, 2015 Special Meeting

2. CEREMONIAL ITEMS

3. CITIZEN COMMENTS (AGENDA ITEMS ONLY)

4. ORDINANCES

4.1 SECOND READING: An Ordinance amending Ordinance No. 8, 2015 Series appropriating the revenue to be received by the City of Frankfort Sewer Department for the Fiscal Year 2015-2016 to provide for a Community Development Block Grant.

Purpose: The purpose of this item is to consider approval of an ordinance amending the 2015-2016 budget to provide monies for a Community Development Block Grant.

Background: The 2015-2016 Budget for the City of Frankfort Sewer Department was approved by the City Commission on June 22, 2015. Since that time, the following item requiring additional funding has been identified:

1) 2014 Community Development Block Grant	\$ 529,000.00
Total Amendment	\$ 529,000.00

This Ordinance would amend the 2015-2016 Budget to provide monies to pay the above.

This Ordinance had its first reading on October 26, 2015.

Financial Analysis: The grant will be paid from Account Nos. 725-00-51100 & 725-00-4630 which are both non-interest bearing accounts as required and will be reimbursed.

Recommendation: Approval

Attachment:

- Ordinance

Contact Persons:

Name:	Rebecca Hall	Steve Dawson
Title:	Community Relations/Grants Mgr.	Director
Department:	City Manager	Finance
Phone:	502/875-8500	502/875-8500
Email:	rhall@frankfort.ky.gov	sdawson@frankfort.ky.gov

4.2 FIRST READING: To amend Sections 71.50, 71.51, 71.52, 71.53, 71.54, 71.55, 71.56, 71.57, and 71.99 of the City of Frankfort Code of Ordinances and to adopt Sections 71.58, 71.59, 71.60, 71.61, 71.62, 71.63, and 71.64.

Purpose: The purpose of this ordinance is to amend Sections 71.50, 71.51, 71.52, 71.53, 71.54, 71.55, 71.56, 71.57, and 71.99 of the City of Frankfort Code of Ordinances concerning the holding of parades in the City of Frankfort, and to provide rules governing special events occurring on private or public property that will affect the use of public property, public streets, rights-of-way, on street parking or sidewalks, and to adopt Sections 71.58, 71.59, 71.60, 71.61, 71.62, 71.63, and 71.64 that will also address the holding of parades and special events in the City of Frankfort.

Background: Sections 71.50, 71.51, 71.52, 71.53, 71.54, 71.55, 71.56, 71.57, and 71.99 of the City of Frankfort Code of Ordinances provides rules governing parades that are held in the City of Frankfort. The purpose of this ordinance is to amend these sections concerning the holding of parades in the City of Frankfort and to provide rules governing special events occurring on private or public property that will affect the use of public property, public streets, rights-of-way, on street parking or sidewalks. The adoption of Sections 71.58, 71.59, 71.60, 71.61, 71.62, 71.63, and 71.64 to the Code of Ordinances will also address the holding of parades and special events in the City of Frankfort. The ordinance revises the standards for submitting an application for a parade or a special event, provides for pre-determined routes, provides minimum pace requirements for races, provides for a security plan and reimbursement of the cost of implementing the plan. The ordinance also revises the event notice requirements and the penalties found in Section 71.99.

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

Recommendation: Approval

Attachments:

- Ordinance

Contact Person:

Name: Jeff Abrams
Title: Chief, Police Department
Phone: 502/352-2060
Email: jabrams@Frankfort.ky.gov

5. ORDERS

5.1 To authorize the Mayor to sign an Order authorizing the Mayor, subject to the written request of the City Manager, to execute contracts on behalf of the City where the amount to be paid by the City pursuant to the contract does not exceed \$20,000.00 and the equipment, materials, supplies or services to be purchased were included in the approved budget.

Purpose: To authorize the Mayor to sign an Order authorizing the Mayor, subject to the written request of the City Manager, to execute contracts on behalf of the City where the amount to be paid by the City pursuant to the contract does not exceed \$20,000.00 and the equipment, materials, supplies or services to be purchased were included in the approved budget.

Background: The City enters into a number of contracts in which the amount to be paid by the City pursuant to the contract does not exceed \$20,000. The execution of these contracts is delayed until the Board of Commissioner votes to approve same and authorizes the Mayor to execute the contract. In order to improve the efficient operation of the City, this Order authorizes the Mayor, subject to the written request of the City Manager, to execute contracts on behalf of the City where the amount to be paid by the City pursuant to said contract does not exceed \$20,000.00 and the equipment, materials, supplies or services to be purchased were included in the approved budget. To ensure that the Board of Commissioner has proper oversight of all contracts executed by the Mayor, information concerning each contract executed by

the Mayor, including but not limited to the names of the parties, the subject of the contract, and the contract amount, is required to be provided to the Board of Commissioners on a monthly basis.

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

Recommendation:

Contact Person:

Name: Tim Zisoff
Title: City Manager
Department: City Manager
Phone: 502/352-2074
Email: tzisoff@frankfort.ky.gov

6. RESOLUTIONS

- 6.1 Approval to adopt a Resolution acknowledging the City’s obligation regarding the Community Development Block Grant Procurement Policy for the Benson Creek CSO Separation Project and authorizing the Mayor to sign the Resolution and any related documents.

Purpose: To adopt a Resolution acknowledging the City’s obligation regarding the Community Development Block Grant Procurement Policy for the Benson Creek CSO Separation Project, and authorizing the Mayor to sign the Resolution and any related documents.

Background: The City of Frankfort applied for and received notification that the City was awarded funding for the Benson Creek CSO Separation Project under the Department for Local Government’s Community Development Block Grant program. The CDBG program includes a requirement that the City pass a resolution acknowledging the City’s obligation regarding the Community Development Block Grant Procurement Policy for the Benson Creek CSO Separation Project.

Financial Analysis: There should be no fiscal impact.

Recommendation: Approval

Attachments:

- Resolution

Contact Persons:

Name:	William Scalf	Rebecca Hall
Title:	Director	Grants Manager
Department:	Sewer	City Manager
Phone:	502/875-2448	502/875-8500
Email:	wscalf@frankfort.ky.gov	rhall@frankfort.ky.gov

7. CONSENT CALENDAR

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

- 7.1 To consider approving a Sewer Extension Contract with All Points Development for a proposed sewer extension to serve 289 Versailles Road in Frankfort, Kentucky and to authorize the Mayor to sign all documents related to the contract (Sewer Department).

Purpose: To approve a contract with All Points Development for a proposed sewer extension to serve 289 Versailles Road in Frankfort, Kentucky and to authorize the Mayor to sign all documents related to the contract.

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

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

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

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

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

Recommendation: Approval

Attachments:

- Sewer Extension Contract (Draft)

Contact Person:

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

- 7.2 Approval of Amendment #1 with HMB Professional Engineers for the production of drawings and bid documents for construction of a commutator at the Capital Avenue Pump Station and authorize the Mayor to sign all related documents (Sewer Department)

Purpose: The purpose of this item is to approve Amendment #1 to the Professional Services Agreement with HMB Professional Engineers for the production of drawings and bid documents for construction of a commutator at the Capital Avenue Pump Station and authorize the Mayor to sign all related documents.

Background: The Sewer Department has done an in house rebuild of the Capital Avenue pump station to replace old pumps and controls that were well past life expectancy and becoming unreliable. With the new and larger capacity pumps, the debris that is captured in the combined system is pulled into the pumps causing a clogging situation. A commutator is an inline grinder designed to handle the debris from the combined sewer system. Currently, we have had to turn the pumping capacity on the new pumps down until this issue is resolved. The installation of this commutator will allow the pumps to run at full capacity and lessen the volume of flow that is discharged at the Capital Avenue Combined Sewer Outfall.

HMB was chosen for the project due to their familiarity with the Department's collection system and operations. Additionally Haworth & Associates, the predecessor to HMB, designed the existing pump station and had as-built drawings of the station and information on the original station design.

Amendment 1: This amendment will transfer \$4,500.00 not spent during the design portion to Construction services and add \$14,500.00 to finish the construction services. These services include construction inspection and construction administration.

Original Contract	\$ 43,500.00
Amendment 1	<u>\$ 14,500.00</u>
Total Contract	\$ 58,000.00

Financial Analysis: Funding for this project is available in Account No. 300- 68-54390. This account has \$14,797,500 budgeted and as of September 30, \$2,778,605 has been expensed and encumbered.

Recommendation: Approval

Attachments:

- Amendment 1

Contact Person:

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

7.3 To authorize approval of Amendment #1 to the Professional Services Agreement with URS Corporation for additional survey and design services and authorize the Mayor to sign all documents related to the project (Sewer Department).

Purpose: The purpose of this item is to consider approving Amendment #1 to the Professional Services Agreement with URS Corporation for additional survey and design services for the Two Creeks Upper and Blanton Acres I&I Reduction Project designed to rehabilitate existing sewers in order to eliminate two sanitary sewer overflows and authorize the Mayor to sign all documents related to the project.

Background: In March 2015 the Sewer Department entered into a Professional Services Agreement with URS Corporation for analysis, design services and bidding support. During the process of the design work, it was determined that rehabilitation through Cured In-Place Pipe (CIPP) lining was not possible to correct the problem in two locations in Blanton Acres and that approximately 1,700 LF of pipe between the Two Creeks 2 and Bonair pump stations needs to be upsized. The Sewer Department would like to amend the existing contract with URS Corporation to include the additional surveying and design required to address I&I in Blanton Acres and the SSOs in the Two Creeks area.

Initial Contract:	\$80,450.00
<u>Amendment 1:</u>	<u>\$24,965.00</u>

Total: \$105,415.00

Financial Analysis: Funding for this project is available in Account No. 300-68-54390. This account has \$14,797,500 budgeted and as of September 30, \$2,778,605 has been expensed and encumbered.

Recommendation: Approval

Attachments:

- Amendment No. 1

Contact Person:

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

7.4 To approve Change Order #3 for Cleary Construction for reimbursement to the Sewer Department of CSX fees and retesting fees, to cover additional surveying and project materials needed due to unanticipated conditions and to balance final project quantities for the Myrtle Ave. Phase 1 Project and to authorize the Mayor to sign all related documents (Sewer Department).

Purpose: To approve Change Order #3 for Cleary Construction for reimbursements to the Sewer Department, changes in needed materials due to unanticipated conditions, to balance final project quantities and authorize the Mayor to sign all related documents.

Background: The Myrtle Avenue area is currently the location of several Sanitary Sewer Overflows (SSO's) due to excessive inflow and infiltration. This project replaced approximately 2,456 linear feet of 24" gravity sewer and approximately 16 linear feet of an 8" gravity sewer to address excessive infiltration and inflow. Change Order #1 for Cleary Construction was for changes in the contract documents to use base bid pipe material of PVC rather than alternate bid pipe material Sanitite Pipe for the Myrtle Ave. Phase 1 Project due to additional information discovered during the shop drawing review process. Change Order #2 covered additional costs incurred due to unanticipated conditions found during the construction process. Change Order #3 is for reimbursement to the Sewer Department of CSX fees and retesting fees, to cover additional surveying and project materials needed due to unanticipated conditions and to balance final project quantities.

Item A	CSX Work Fees	\$-10,311.45
Item B	Storm Box on Rancho	\$1,955.00
Item C	Subgrade Improvements on Rancho	\$6,790.00
Item D	Balancing Quantities	\$18,274.50
Item E	Retesting Fees	\$-537.50
Item F	Survey Re-staking	<u>\$7,455.00</u>
	Change Order # 3	\$23,625.55

The total amount of the contract, including Change Order # 3 is summarized below:

Original Contract	\$1,134,845.00
Change Order # 1	\$29,756.00
Change Order # 2	\$53,742.00
Change Order # 3	<u>\$23,625.55</u>
Revised Contract Amount	\$1,241,968.55

The Change Order has been reviewed and approved by our engineer, DLZ, and Sewer Department staff.

Financial Analysis: Funding for this project is available in Account No. 300-68-54390. This account has \$14,797,500 budgeted and as of September 30, \$2,778,605 has been expensed and encumbered.

Recommendation: Approval

Attachments:

- Change Order #3

Contact Person:

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

7.5 Approve an award to Crossroads Ford for one 2016 4WD Extended Cab Ford F150 Pickup Truck and authorize the Mayor to sign all documents associated with the purchase (Sewer Department).

Purpose: The purpose of this item is to approve an award to Crossroads Ford for one 2016 4WD Extended Cab Ford F150 Pickup Truck and authorize the Mayor to sign all documents associated with the purchase.

Background: The vehicle being replaced is a 2006 Chevrolet Colorado with over 129,000 miles that is becoming difficult to maintain. This vehicle has several issues which include, but are not limited to, transmission slips, dash lights flicker on and off while driving, the doors do not seal properly and rain comes in on both the driver and passengers due to a warped cab. The vehicle has been involved in 2 accidents.

The 2006 Colorado will be surplussed and sold.

The delivered cost for this vehicle is \$24,993 using the Kentucky State Price Contract Master Agreement # 748 1100000911 19.

Financial Analysis: Funding is available in account 300-68-56550. This account has \$508,000.00 budgeted and as of September 30, \$120,480 has been expensed and encumbered.

Recommendation: Approval

Attachments:

- First Page of Master Agreement
- Quote from Crossroads Ford

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 the surplus of two Watchguard In-Car Video Camera systems with the following identifying markings and to authorize the Mayor to sign all related documents (Police).

DV10-152576
COF- 2189

DV10-131312
COF-1943

Purpose: The two in-car video systems are no longer of use to the Police Department. Sheriff Mike Coyle of the Madison County Sheriff's Office requested that we donate any systems that we no longer need to assist his department. He is in need of video systems to install in his transport vehicles when moving prisoners of the opposite sex than his deputy, and juveniles.

Background: The two Watchguard video systems are in disrepair and are obsolete to the current models that are being utilized by Frankfort Police. Due to the needed repairs, associated costs, and non-compatibility with the current system, they are of no real value to this agency. Sheriff Coyle understands that there will be a cost which he will be liable for and is willing to take the units and have them repaired for his agency's use. The two units are approximately 10 years old and are sitting in storage awaiting mass surplus. By surplusing these items now, it will remove them from the Inland Marine insurance category.

Financial Analysis: There will be no financial impact to the City. Minimal cost savings when removed from the insurance list.

Recommendation: Approval

Attachments:

- Letter from Madison County Sheriff Mike Coyle requesting the video systems

Contact Person:

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

- 7.7 To authorize the filing of a 2015 grant application for the Go Greenfields Grant for outdoor fitness equipment associated with the Juniper Hill Health/Wellness Trail and to authorize the Mayor to sign all grant documents (Parks & Recreation).

Purpose: Requesting authorization to file a 2015 grant application for the Go Greenfields Grant for outdoor fitness equipment associated with the Juniper Hill Health/Wellness Trail in an amount not to exceed \$20,000.00 and to authorize the Mayor to sign all grant documents. Total project cost will be \$40,000.00 including a \$20,000.00 match from the City.

Background: The Parks and Recreation Department was previously awarded a \$46,000.00 grant from the Department of Local Government to build a Health/Wellness Trail at Juniper Hill Park which included outdoor fitness equipment. The department would like to apply for the above referenced grant for the Go Greenfields Grant for outdoor fitness equipment associated with the Juniper Hill Health/Wellness Trail in an amount not to exceed \$20,000.00 and to authorize the Mayor to sign all grant documents. Total project cost will be \$40,000.00 including a \$20,000.00 match from the City.

Financial Analysis: The grant requires a 50/50 match, however, funding for the equipment has already been placed on the current budget.

Recommendation: Approval

Attachments: None

Contact Persons:

Name:	Jim Parrish	Rebecca Hall
Title:	Co-Directors	Grants Manager
Department:	Parks & Rec.	City Manager
Phone:	502/875-8575	502/875-8500
E-Mail:	jparrish@frankfort.ky.gov	rhall@frankfort.ky.gov

- 7.8 To allow the Mayor to sign the attached document authorizing Community Trust Bank to release collateral securities and all related documents for any future releases of collateral securities (Finance).

Purpose: To approve for the Mayor to authorize Community Trust Bank to release back-up collateral securities for Sewer and General Fund Investments that have been liquidated.

Background: The City of Frankfort liquidated some investments in 2014-15 to fund approved Capital Purchases and Infrastructure Projects. This agreement will allow Community Trust to release the collateral securities for the above liquidated investments.

Financial Analysis: There is no cost for this request.

Recommendation: Approval

Attachments:

- Financial collateral security release

Contact Persons:

Name:	Tim Zisoff	Steve Dawson
Title:	City Manager	Finance Director
Department	City Manager	Finance Department
Phone:	502/875-8500	502/875-8500
E-Mail:	tzisoff@frankfort.ky.gov	sdawson@frankfort.ky.gov

- 7.9** To permit the Fire Department to enter into a Memorandum of Understanding with the Franklin County Health Department (FCHD) allowing the FCHD to utilize the Bridge Street Training Facility should the FCHD facility become inoperable as a result of a catastrophic event and to authorize the Mayor to sign all related documents (Fire Department).

Purpose: To authorize the Mayor to sign a Memorandum of Understanding and all related documents that would allow the Franklin County Health Department (FCHD) to occupy the Bridge Street Training Facility should the FCHD facility become inoperable as a result of a catastrophic event.

Background: The agreement would allow the FCHD to occupy the building for a period of thirty (30) days. The agreement would not be implemented if an event rendered a City of Frankfort facility inoperable and require the use of the building for continuity of City of Frankfort services. The FCHD would be responsible for maintaining the building during their occupation.

Financial Analysis: None

Recommendation: Approval

Attachments:

- Memorandum of Understanding

Contact Person:

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

- 7.10** To permit the Fire Department to donate cardiac monitors and battery chargers to Mercy Medical Clinic and to authorize the Mayor to sign all related documents (Fire Department).

Purpose: To authorize the Fire Department to donate four (4) cardiac monitors and two (2) battery chargers to Mercy Medical Clinic and to authorize the Mayor to sign all related documents.

Background: Mercy Medical Clinic, a free health clinic in Shelbyville Kentucky which provides care to the underserved, has a need for cardiac monitors and battery chargers for Life Pack 10 batteries. The fire department currently has eight (8) cardiac monitors that can't be serviced, but are working. Additionally, we have two (2) charging stations. The trade in value of all of the equipment to Physio-Control is \$400.00 or less. The monitors may only be traded in one at a time as new equipment is purchased. It is estimated that it will take five (5) years to trade the equipment in at the rate new equipment is purchased.

Financial Analysis: None

Recommendation: The recommendation is to donate four (4) of the monitors and two (2) of the chargers to the clinic, with the understanding that the equipment is "as is". We will require a letter from the medical director of the clinic acknowledging the receipt.

Attachments: None

Contact Person:

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

- 7.11 To award the bid to purchase approximately 7,400 feet of 5” hose and appliance to Finley Fire Equipment dba Bluegrass Fire Equipment and to authorize the Mayor to sign all related documents (Fire Department).

Purpose: To award the bid to purchase approximately 7,400 feet of 5” hose and appliance to Finley Fire Equipment dba Bluegrass Fire Equipment and to authorize the Mayor to sign all related documents.

Background: Bids were received from (8) bidders. After the evaluation of the bids, it was determined that Firequip hose provided by Finley Fire Equipment dba Bluegrass Fire Equipment was the most competitive bid. The hose will replace the 4” hose that is currently in service, some of which is over twenty (20) years old. The conversion to 5” hose will allow for an increase in fire flows by approximately 45% when compared to the current 4” hose.

Financial Analysis: The hose replacement is a budgeted item and funds are available in Account No. 100-42-56550.

Recommendation: Approval

Attachments:

- Proposal

Contact Person:

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

- 7.12 To approve a contract with Colston Paving, Inc. for the construction of a walking path to the Bondurant Schools from Westwood area and authorize the Mayor to sign all related documents. *This contract approval is contingent on receiving approval from the Kentucky Transportation Cabinet (Public Works).*

Purpose: Approve a contract with Colston Paving, Inc. for the construction of a walking path to the Bondurant schools from the Westwood area and authorize the Mayor to sign all documents. *This contract approval is contingent on receiving approval from the Kentucky Transportation Cabinet.*

Background: This project is a *Safe Routes to School* project that will construct a paved walking path from the intersection of Westwood and Bondurant to allow students safer access to the schools, Elementary and Middle.

This project was publicly bid and received three responses, the lowest of which was \$216,226.50.

Financial Analysis: The Safe Routes to School Bondurant Connectivity grant will pay \$ 195,000 of the cost of this project with the remaining \$ 21,226.50 paid from Municipal Aide Account No. 535-00-51100. There is not a requirement for matching funds with this grant.

Recommendation Approval

Attachments:

- Contract

Contact Persons:

Name:	Tom Bradley	Rebecca Hall
Title:	Director	Grants Manager
Department:	Public Works	City Manager
Phone:	502/352.2087	502/.875.8500
Email:	tbradley@frankfort.ky.gov	rhall@frankfort.ky.gov

7.13 To ratify Change Order #1 of the Payne Avenue repair project for a time extension and authorize the Mayor to sign all related documents (Public Works).

Purpose: To ratify Change Order #1 of the Payne Avenue repair project for time extension and authorize the Mayor to sign the related documents.

Background: The Payne Avenue project is to extend the gabion basket retaining wall and replace the guardrail on Payne Avenue off of Taylor Avenue. The Contractor has just started project, due in part to the gas line project on Taylor, and has requested a time extension. Public Works agrees that fifteen additional days is not detrimental to the project, and given the amount of utility work being conducted on Taylor, this Change Order is warranted.

Financial Analysis: There is not a financial impact from this Change Order.

Recommendation: Approval

Attachments:

- Change Order No. 1

Contact Person:

Name:	Tom Bradley
Title:	Director
Department:	Public Works
Phone:	502.352.2087
Email:	tbradley@frankfort.ky.gov

7.14 To approve a contract with QAlert for an online based Work Order System and to authorize the Mayor to sign all related documents (Public Works).

Purpose: Approve a contract with QAlert for an online based Work Order System and to authorize the Mayor to sign all documents.

Background: The proposed work order program would replace the existing work order system used by Public Works. The proposed program will allow citizens to enter their requests via the internet. Work Order requests will be routed to the appropriate department or division. The proposed system also has an automated response system so that citizens will receive a phone call or email when their request has been addressed.

The current work order system was developed in specific database software that is difficult and time consuming for the IT department to maintain. The proposed software operates online and is maintained by others through a yearly subscription cost. The solid waste container database and the current street permit database were also developed with the same software. The new system will incorporate all into one.

There is an initial setup fee incorporating our existing addresses, the information from the existing work order system, and the existing solid waste container databases. There is also a yearly software maintenance fee.

Financial Analysis: The initial setup fee of \$ 4900 will be split between Public Works and IT, Account Nos. 100-61-53210 and 100-25-56551. The yearly subscription, \$6600 will be paid out of Public Works Account No. 100-61-53285. If other departments incorporate the system into their department then the cost will be split accordingly. The Contract agreement is for a three year period.

Recommendation Approval

Attachments:

- Agreement

Contact Persons:

Name:	Tom Bradley	Bobby Ripy
Title:	Director	IT Manager
Department:	Public Works	IT
Phone:	502/352.2087	502/875.8500
Email:	tbradley@frankfort.ky.gov	bripy@frankfort.ky.gov

- 7.15** To approve a contract with Adams Contracting for the construction of the Schenkle Lane pedestrian bridge and authorize the Mayor to sign all related documents (Public Works).

Purpose: Approve a contract with Adams Contracting for the construction of the Schenkel Lane pedestrian bridge and approve the Mayor to sign all related documents.

Background: This project was previously bid and the bids were rejected because Public Works felt as though the prices were too high for the project. The project was rebid with additional information and design included to eliminate some of the unknowns in an effort to bring the cost down. The bid prices came in higher.

This project is part of the greater project to establish sidewalks from East Main Street to the Thornhill Bypass.

There were 5 bidders on this project. The lowest bidder was Adams Contracting at \$181,125.

Financial Analysis: The funds for this project are available in the Municipal Aide Account No. 535-00-51100.

Recommendation Approval

Attachments:

- Contract

Contact Person:

Name:	Tom Bradley
Title:	Director
Department:	Public Works
Phone:	502.352.2087
Email:	tbradley@frankfort.ky.gov

- 7.16** To approve a Change Order with FuelBand, LLC. for additional work on the Gooch House and authorize the Mayor to sign all related documents (Public Works).

Purpose: Approve a Change Order with FuelBand, LLC. for additional work on the Gooch House and authorize the Mayor to sign all related documents.

Background: This Change Order (#2) is with the Contractor currently working on the exterior of the Gooch House to install gutter guards. The change order is for the amount of \$3800.

Financial Analysis: The funds for this project are available in the Municipal Aide Account No. 100-64-54325.

Recommendation Approval

Attachments:

- Change Order No.2

Contact Person:

Name: Tom Bradley
Title: Director
Department: Public Works
Phone: 502.352.2087
Email: tbradley@frankfort.ky.gov

7.17 Approval of lowest bid for demolition of a condemned structure and rubbish removal at **1 Shelby Lane**, to execute the memorandum of agreement and to authorize the Mayor to sign all related documents (Planning & Building Codes).

Purpose: Approval of lowest bid for demolition of a condemned structure and rubbish removal at **1 Shelby Lane**, and to execute the memorandum of agreement with John Feshal, Jr. for the demolition and debris removal.

Background: In accordance with the Property Nuisance Code, Section 109.1, the City ordered the property owners of **1 Shelby Lane** to repair or raze the condemned building; the Nuisance Code Hearing Board found the owner in violation and issued a fine in June 2015 and is scheduled to issue a second fine in November 2015. The property was properly noticed in accordance with the Nuisance Code. The property has been previously posted as condemned-unfit for occupancy. The property has also been determined as urban abandoned property and was issued a triple property tax this year.

Quotes were received as follows:

John Feshal, Jr.:	\$ <u>8,200.00</u>
CC Moore Co.:	\$ <u>11,225.00</u>
No other bids	\$ <u>no bid</u>

Financial Analysis: Funding for the demolition of these properties will be from the Planning Department Account Number 100-70-53295.

Recommendation: Approval

Attachments:

- Recent photos of property
- MOA
- Received bid

Contact Persons:

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

Robert Engle
Code Enforcement Supervisor
Planning
502/352-2099
rengle@frankfort.ky.gov

7.18 Approval of agreement for 2015-2016 Kentucky Changers Project and authorize the Mayor to sign all documents related to this agreement (Planning & Building Codes).

Purpose: The purpose of this item is to approve an agreement with Kentucky Changers to make minor improvements to approximately fifteen (15) low to moderately low single-family homes (non-rental) within the City limits.

Background: This is an ongoing community project that the City assists in order to improve the quality of life for those within the City limits of Frankfort. City was a participant in 2013-2014.

The last project approval was in November 2013, the City Commission approved an agreement with the Kentucky Changers with a not to exceed amount of \$14,000, which in July of 2014 the City and the Kentucky Changers were able to assist 13 (13) homes under the allocated funding .

The Kentucky Changers program assists owner occupied residences on needed repairs within the city. The program has historically run for two consecutive years, then absent one year, and return for two consecutive years. However, since 2005, they were not able to secure arrangements with the local school board and now work out of Lawrenceburg. Due to this relocation, the program has only been able to work on homes within the City of Frankfort in 2005 & 2009 and 2014.

The invoices from the Changers will contain the materials and address for each site at time submitted to ensure accountability and limited to those only within the City of Frankfort.

Financial Analysis: \$14,000 will be ear marked from the Planning Departments (Other Services) #100-70-53295 and will be identified in the FY 2016/2017 budget.

Recommendation: Approval

Attachments:

- Kentucky Changers Project agreement

Contact Person:

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

7.19 Approval of lowest bid for demolition of a condemned structure and rubbish removal at **254 McKenzie Ave.**, to execute the memorandum of agreements and to authorize the Mayor to sign all related documents (Planning & Building Codes).

Purpose: Approval of lowest bid for demolition of a condemned structure and rubbish removal at **254 McKenzie Ave.**, and to execute the memorandum of agreement with **John Feshal Jr.** for the demolition and debris removal.

Background: In accordance with the Property Nuisance Code, Section 109.1, the City ordered the property of **254 McKenzie Ave.**, as a condemned building; the county attorney filed charges against the owner with the city's condemnation order. On November 10th, District Court ruled that the city is to demolish the building as soon as possible.

Quotes were received as follows:

John Feshal, Jr.:	\$ <u>8,994</u>
CC Moore Co.:	\$ <u>10,500</u>
No other bids	\$ <u>no bid</u>

Financial Analysis: Funding for the demolition of these properties will be from the Planning Department Account Number 100-70-53295.

Recommendation: Approval

Attachments:

- Bids
- MOA

Contact Person

Name:	Gary Muller	Robert Engle
Title:	Planning and Building Codes Director	Code Enforcement Supervisor
Department:	Planning	Planning
Phone:	502/352-2100	502/52-2099
Email:	gmuller@frankfort.ky.gov	rengle@frankfort.ky.gov

7.20	Personnel	Employee	Department	Date	Other
	Appointment	Tyrell Henderson	Police	11/24/15	Patrol Officer I
	Resignation	Elizabeth Coyle	Sewer	11/9/15	Water Quality Engineer (authorize payment of accrued leave)
	Resignation	Nick Erskine	Police/E911	10/27/15	Telecommunicator I (authorize payment of accrued leave)
	Resignation	Katie Hood	Police/E911	11/6/15	Telecommunicator II

Attachments:

- Elizabeth Coyle Resignation Letter
- Katie Hood Resignation Letter

Contact Person:

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

8. BOARD APPOINTMENTS

8.1 Frankfort/Franklin County Planning Commission – Reappointment of Patti Cross, for a four-year term ending 7-01-19.

Attachments:

- Mayor’s letter of recommendation
- Patti Cross resume

8.2 Architectural Review Board – Reappointment of David Buchta, for a three-year term ending 9-12-18.

Attachments:

- Mayor’s letter of recommendation
- David Buchta resume

8.3 Nuisance Code Board– Appointment of Arthur McKee, for a three-year term ending 3-22-16.
(Filling unexpired term)

Attachments:

- Mayor’s letter of recommendation
- Arthur McKee resume

8.4 Forestry Advisory Board– Appointment of Bobby Stone, for a three-year term ending 5-8-17.
(Replacing Kim Cowherd who resigned)

Attachments:

- Mayor’s letter of recommendation
- Bobby Stone resume

8.5 Architectural Review Board – Appointment of Irma Johnson, for a three year term ending 9-12-17.
(Filling Board of Realtors unexpired term)

Attachments:

- Mayor’s letter of recommendation
- Irma Johnson resume

9.0 NEW BUSINESS

9.1 To authorize the Mayor to sign an Agreement between the City of Frankfort and the Electric and Water Plant Board of the City of Frankfort (“Frankfort Plant Board”), and all related documents.

Purpose: To authorize the Mayor to sign an Agreement between the City of Frankfort and the Electric and Water Plant Board of the City of Frankfort (“Frankfort Plant Board”), and all related documents.

Background: The City and the Frankfort Plant Board have reached agreement on the amount of rent to be paid to the City by the Frankfort Plant Board, as well as the amount to be paid to the City for the use of City facilities. The Frankfort Plant Board has agreed to pay the amount of \$80,000.00 per year to lease the space it now occupies in the City Municipal Building, and the amount of \$109,000.00 for the use of City facilities, with adjustments to be made in the future.

Financial Analysis: The City will receive from the Frankfort Plant Board the amount of \$80,000.00 per year to lease the space it now occupies in the City Municipal Building, and the amount of \$109,000.00 per year for the use of City facilities, with adjustments to be made in the future.

Attachments:

- Agreement

Recommendation: Approval

Contact Person:

Name: Robert Moore
Title: City Attorney
Phone: 502/227-2271
Email: rmoore@hazelcox.com

10. ADJOURNMENT