

AGENDA

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

FEBRUARY 23, 2015  
5:00 P.M. (EST)

- 1. **INVOCATION** Rev. Scott Rollins, Highland Christian Church
- PLEDGE OF ALLEGIANCE**
- ROLL CALL**
- MINUTES** January 5, 2015 Special Meeting; January 12, 2015 Work Session; January 16, 2015 Special Meeting; January 26, 2015 Special Meeting; January 26, 2015 Regular Meeting.

2. **CEREMONIAL ITEMS**

3. **CITIZEN COMMENTS**

4. **ORDINANCES**

- 4.1 **SECOND READING:** To amend Section 37.31(E) of the City of Frankfort Code of Ordinances, and Sections 40.24, 40.30, 40.32 and 40.36 of the City of Frankfort Code of Ordinances regarding Fire Department Personnel.

**Purpose:** To amend Section 37.31(E) of the City of Frankfort Code of Ordinances to eliminate the position of Fire Department Lieutenant from the job classifications of the City, and to amend Sections 40.24, 40.30, 40.32 and 40.36 of the City of Frankfort Code of Ordinances to eliminate the reference to the Fire Department Lieutenant position.

**Background:** This ordinance amends Section 37.31(E) of the City of Frankfort Code of Ordinances to eliminate the position of Fire Department Lieutenant from the job classifications of the City, and to amend Sections 40.24, 40.30, 40.32 and 40.36 of the City of Frankfort Code of Ordinances to eliminate the reference to the Fire Department Lieutenant position. This position is being eliminated in order to avoid duplication of duties with the position of Fire Department Captain and for administrative efficiency.

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

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

**4.2 FIRST 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:** These ordinances are 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.

**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](mailto:Rmoore@Hazelcox.com)

## **5. ORDERS**

**5.1** An Order concerning employment end dates.

**Purpose:** To authorize the Mayor to sign an Order strengthening the City's resignation policy.

**Background:** An additional section to the resignation policy in the Personnel Policies and Procedures has been drafted to clarify the date an employee separates employment with the City. The proposed policy addition is:

*An employee's final day worked will be recorded as the employee's employment end date. Accrued leave may not be added to the last day worked to extend an employment end date. The only exception is for retiring employees who wish to retire on the last day of the month. In such cases, the retiring employee may work through the final work day of the month and separate employment on the last day of the month, which could fall on a weekend or a day recognized as a City holiday.*

Clarifying an employment end date is necessary because it can impact:

- 1) Whether an employee qualifies for additional sick and vacation accruals
- 2) Whether an employee qualifies for holiday pay
- 3) When an employee's benefits cease

When an employee's separation date is extended by applying paid leave after the employee's last day worked, it can result in accrual of additional vacation, sick and holiday pay, as well as longer benefits continuation. The recommendation is to pay out unused accrued leave in lump sum upon employment separation and end employment on the last day worked.

The policy will take effect on a going-forward basis.

**Financial Analysis:** This policy will result in cost savings although the amount is difficult to estimate.

**Recommendation:** Approval

**Attachment:**

- Order

**Contact Person**

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

**6. RESOLUTIONS**

**6.1** A Resolution of the City of Frankfort, Kentucky authorizing the Mayor to enter into an Agreement with the Kentucky Office for Homeland Security for the Law Enforcement Protection Program, to execute any documents which are deemed necessary by KOHS to facilitate this project, and to act as the authorized correspondent for this project.

**Purpose:** To authorize the filing of an application for 2015 Law Enforcement Protection Program grant funds through the Kentucky Office of Homeland Security, and to authorize the Mayor to sign all related documents.

**Background:** The Kentucky Office of Homeland Security has grant funds available under the Law Enforcement Protections Program for safety vests and other related items. The City of Frankfort's Police Department is in need of this protective equipment. Overall costs for eleven vests with options will be \$12,529.99. The LEPP grant will reimburse \$7,315 (\$665 for each vest), leaving \$5,215.99 for the City to pay from the Asset Forfeiture account.

**Financial Analysis:** Although there is no match requirement from the city, vests needed may cost more than the grant allotment. Overall costs for nine vests with options will be \$12,529.99. The LEPP grant will reimburse \$7,315.00, leaving \$5,214.99 for the City to pay from the State Asset Forfeiture Account No. 660-00-51100.

**Recommendation:** Approval

**Attachment:**

- Resolution

**Contact Persons**

<b>Name:</b>	Jeff Abrams	Rebecca Hall
<b>Title:</b>	Chief	Grants Manager
<b>Department:</b>	Police	City Manager
<b>Phone:</b>	502/352-2042	502/875-8500
<b>Email:</b>	<a href="mailto:jabrams@frankfort.ky.gov">jabrams@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** To authorize the Mayor to sign the contract and all related audit documents with Charles T Mitchell CPA (CTM) to allow them to perform the City's annual audit. Additionally, to allow the City Manager and Finance Director to sign the audit representation letter indicating that all related audit information has been presented to CTM (Finance).

**Purpose:** The purpose of this item is to authorize the Mayor to sign the CTM audit contract and all other related documents.

**Background:** On January 16, 2015, the City received two bids for a four year contract for annual audit services. Charles T Mitchell CPA was the low bidder with a bid of \$30,000 (2015), \$31,000 (2016), \$32,000 (2017) and \$33,000 (2018). The City has used Charles T Mitchell CPA in the past and been very pleased with their performance.

**Financial Analysis:** Funds for this service are available in the budget under Account No. 100-10-53220 and Account No. 200-68-53220.

**Recommendation:** Approval

**Attachments:**

- Contract
- Bid Tab (to be provided)

**Contact Person**

**Name:** Steve Dawson  
**Title:** Director  
**Department:** Finance  
**Phone:** 502/875-8500  
**Email:** [sdawson@frankfort.ky.gov](mailto:sdawson@frankfort.ky.gov)

**7.2** To authorize the disposal of surplus property by public auction, and authorize the Mayor to sign all related documents (Finance).

**Purpose:** The purpose of this item is to declare various items as surplus to be disposed by public auction, sealed bid or electronic auction.

**Background:** Department heads have determined that these items were deemed obsolete or no longer required in their area. Items require disposal to provide storage space. We plan to dispose of them by public auction on March 28, 2015.

**Financial Analysis:** Proceeds from this will generate revenue for the City of Frankfort.

**Recommendation:** Approval

**Attachment:**

- List of surplus items

**Contact Person:**

**Name:** Angie Disponette  
**Title:** Deputy Finance Director/Purchasing Agent  
**Department:** Finance  
**Phone:** 502/875-8500  
**Email:** [adisponette@frankfort-ky.gov](mailto:adisponette@frankfort-ky.gov)

**7.3** To authorize the Mayor to sign an agreement with Joe Penn Auctioneer (Finance).

**Purpose:** The purpose of this item is to authorize the Mayor to sign an agreement with Joe Penn Auctioneer to perform the City's 2015 Spring Auction.

**Background:** On March 28, 2015, the City will dispose of any items deemed obsolete or no longer required in their area, to provide storage space at a public auction. The City has used Joe Penn's service in the past and been very pleased with the outcome.

**Financial Analysis:** The City will pay the auctioneer fee of 8% from the auction's sale proceeds.

**Recommendation:** Approval

**Attachment:**

- Agreement

**Contact Person**

**Name:** Angie Disponette  
**Title:** Deputy Finance Director/ Purchasing Agent  
**Department:** Finance  
**Phone:** 502/875-8500  
**Email:** [adisponette@frankfort-ky.gov](mailto:adisponette@frankfort-ky.gov)

- 7.4 To authorize acceptance of bids for sixty-five (65) new electric golf carts at Juniper Hill Golf Course and authorize the Mayor to sign all related documents (Parks & Recreation / Golf).

**Purpose:** To authorize acceptance of bids for sixty-five (65) new electric golf carts at Juniper Hill Golf Course.

**Background:** 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. An inventory of the current fleet has determined a need for \$31,500 for new batteries and an additional \$7,000 for windshields, new tires, seat covers, and other accessories. 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, thereby avoiding finance and interest charges.

**Recommendation:** Approval

**Attachments:** None

**Contact Persons:**

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

- 7.5 To authorize an Amendment No. 5 for CDM Smith Inc. for changes in the contract time of the Crestwood Sanitary Sewer Rehabilitation Project due to additional line replacement repairs determined to be needed after video inspection was performed and evaluated, and to authorize the Mayor to sign all related documents (Sewer Department).

**Purpose:** To approve Amendment No. 5 for CDM Smith Inc. for additional contract time and authorize the Mayor to sign all related documents.

**Background:** The intent of the Crestwood Sanitary Sewer Rehabilitation Project is to remove inflow and infiltration from the sanitary sewers to provide more capacity in them resulting in the reduction of sanitary sewer overflows and to reduce the amount of relatively clean storm water that is pumped to and treated at the wastewater treatment plant. As a result of complications in field due to initially unforeseen obstacles on lines on Laurel Street and Schenkel Lane, additional time is required for design changes and for the performance of the additional work. As such a no cost time extension is requested.

The original completion date was anticipated to be December 31, 2014 however an additional year 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 December 31, 2015.

**Financial Analysis:** Since this is a time only amendment, there are no financial impacts on the Department.

**Recommendation:** Approval

**Attachment:**

- Amendment No. 5 (Draft)

**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)

- 7.6 To authorize contract award to Meyer Midwest Inc. for the construction of the Transit Wash Bay, and authorize the Mayor to sign all related documents (Public Works).

**Purpose:** To authorize contract award to Meyer Midwest Inc. for the construction of the Transit Wash Bay.

**Background:** This is a rebid of a project that was not previously awarded because language in the original bid documents did not meet the requirements of the funding agency, Kentucky Department of Transportation Office of Transportation Delivery.

The Transit Division applied for and received a grant for the design and construction of a wash bay facility in order to maintain the transit fleet and prolong the life of the vehicles. The wash bay will be a separate building at the Public Works yard on Bald Knob road and was designed by QK4. According to the grant, the wash facility will include an undercarriage wash to remove salt from the frames of the vehicles.

The facility was designed to be used not only for the transit buses, but also for other vehicles belonging to the City (provided each department reimburses the cost of the wash.) In this manner, it is planned to help extend the life of all City vehicles, especially those that have a significant exposure to road salt.

The bid documents conducted four alternatives to the plans; three that are possible deductions, the fourth would be an increase to the contract amount. While five bids were submitted for the previous bidding, only one bid was received this time:

Meyer Midwest	\$738,000
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Staff has decided to deduct Alternative No. 1 (\$28,200) from the project, lowering the bid price to:

Meyer Midwest \$709,800

**Financial Analysis:** Funds for this project in the amount of \$703,000 are available via a 5309 Direct Appropriations Grant from Transportation Delivery and will be paid through Grants Account No. 100-01-22061. Funds will be reimbursed through the grant. The remaining funds, in the amount of \$6,800, are available in Account No. 100-64-54325

**Recommendation:** Award the contract for the construction of the Transit Wash Bay to Meyer Midwest Inc in the amount of \$709,800, conditional on approval by the Department of Transportation, and authorize the Mayor to sign all related documents.

**Attachments**

- Recommendation letter from QK4 (to be provided)
- Copy of the Contract

**Contact Person**

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

**7.7** To authorize entering into a contract with Community Trust Bank to provide lock box services for City of Frankfort ambulance billing, and authorize the Mayor to sign all related documents (Fire and Finance).

**Purpose:** To authorize entering into a contract with Community Trust Bank to provide lock box services for the City of Frankfort ambulance billing, and authorize the Mayor to sign all related documents.

**Background:** Community Trust Bank is the current lock box but the Business Associate Agreement and contract requires an annual renewal. The lock box provider receives all incoming payments and correspondences for ambulance bills. Payments are then deposited as well as all correspondence scanned and then sent to the billing company which applies the deposit to the appropriate ambulance bill.

**Financial Analysis:** The monthly fees for the lock box service are based on the number of items processed and are as follows:

Monthly Maintenance	\$75.00
Per Item	0.30
Photocopy of Check	0.10
Sorting or checks, or other special handling, per item	0.05
U.S. Postal Service Forwarding Fee	0.50

The fees will be paid out of Account No. 100-41-53265.

**Recommendation:** Approval

**Attachments:**

- Contract (To be provided)
- Business Associate Agreement (To be provided)

**Contact Persons**

<b>Name:</b>	Eddie Slone	Steve Dawson
<b>Title:</b>	Fire Chief	Finance Director
<b>Department:</b>	Fire	Finance

**Phone:** 502/875-8511 502/875-8500  
**Email:** [eslone@frankfort.ky.gov](mailto:eslone@frankfort.ky.gov) [sdawson@frankfort.ky.gov](mailto:sdawson@frankfort.ky.gov)

**7.8** To authorize the annual payment of Smart911 Contract, and authorize the Mayor to sign all related documents (E911 / Police).

**Purpose:** To pay the annual service agreement for Smart911 Service.

**Background:** Frankfort 911 is currently in the 2<sup>nd</sup> year of a 3 year contract with Rave Mobile Safety for Smart911 service. This is the annual contract payment for this enhanced service.

**Financial Analysis:** \$22,000.00 will come from E-911Fund.

**Recommendation:** Approval of expenditure for continuation of approved contract.

**Attachment:**

- Invoice

**Contact Person**

**Name:** Deron Rambo  
**Title:** E911 Director  
**Department:** Police  
**Phone:** 502/352-2064  
**Email:** [drambo@frankfort.ky.gov](mailto:drambo@frankfort.ky.gov)

**7.9** To authorize the purchase a 2014 F150 Supercab 4wd truck to be utilized as the City's Animal Control response vehicle, and authorize the Mayor to sign all related documents (Police).

**Purpose:** To authorize purchase a new Ford pick-up truck to be used by Animal Control, and authorize the Mayor to sign all related documents. The cost of the vehicle is \$24,187.

Commission approval to purchase a 2014 F150 Supercab 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 new vehicle is available on the lot at Paul Miller Ford in Lexington, KY and is priced on State Contract price for \$24,187.00. This vehicle should meet the needs of Animal Control for the next 10-15 years.

**Financial Analysis:** The cost of the vehicle is \$24,187.00 on state contract. 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 to purchase the vehicle are available in the State Asset Forfeiture Account No. 660-00-51100.

**Recommendation:** Approval

**Attachment:**

- Paul Miller pricing quote

**Contact Person**

**Name:** Jeff Abrams  
**Title:** Chief  
**Department:** Police

**Phone:** 502/352/2042  
**Email:** [jabrams@frankfort.ky.gov](mailto:jabrams@frankfort.ky.gov)

**7.10** To authorize an application for Highway Safety Grant funds, and authorize the Mayor to sign all related documents (Police and Grants).

**Purpose:** To authorize filing an application for Highway Safety Grants funds, which is part of the Governor's Highway Safety Program, and to authorize the Mayor to sign all related documents.

**Background:** The mission of this grant is to plan and execute a comprehensive traffic safety program to reduce the number of fatalities and injuries on Kentucky's roadways, using present and potential resources on the local, state and national levels. The Governor's Highway Safety Program coordinates highway safety programs focused on public outreach and education, enforcement, promotion of new safety technologies, integration of public health strategies and techniques, advocacy for traffic safety issues, and collaboration with state and local governments. The City of Frankfort proposed to apply for funds associated with personnel and equipment not to exceed \$152,000.

**Financial Analysis:** The Police Department will be reimbursed for manpower overtime and use of equipment while participating in this program. The total grant request for 2015 will not exceed \$152,000. There is no match requirement for this grant funding.

**Recommendation:** Approval

**Attachments:** None

**Contact Persons**

<b>Name:</b>	Jeff Abrams	Rebecca Hall
<b>Title:</b>	Chief	Grants Manager
<b>Department:</b>	Police	City Manager
<b>Phone:</b>	502/352/2042	502/875-8500
<b>Email:</b>	<a href="mailto:jabrams@frankfort.ky.gov">jabrams@frankfort.ky.gov</a>	<a href="mailto:rhall@frankfort.ky.gov">rhall@frankfort.ky.gov</a>

<b>7.11</b>	<b>Personnel</b>	<b>Employee</b>	<b>Department</b>	<b>Date</b>	<b>Other</b>
	Promotion	Bobby Ripy	IT	1-27-15	GIS Analyst II to IT Manager
	Appointment	Marshall Fitzgerald	Sewer	2-24-15	Plant Operator Trainee
	Appointment	Victoria Jones	City Manager Public Works-Transit	2-3-15	Office Assistant

Permission to make 2 conditional offers of employment for the position of Patrol Officer I. The request to make these conditional offers of employment is contingent upon successful completion of background, medical, psychological, polygraph, and drug screen examinations by each candidate. This will take the department to 60 sworn officers.

**Attachments:** None

**Contact Person**

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

**8. BOARD APPOINTMENTS**

**9. OLD BUSINESS**

**10. NEW BUSINESS**

**10.1** A Resolution of the City of Frankfort, Kentucky relating to loan assistance from the Federally Assisted Wastewater Revolving Loan Fund.

**Purpose:** The purpose of this item is to consider authorizing the submission of an application of an application to the Kentucky Infrastructure Authority (KIA) for a State Revolving Fund (SRF) loan for 4 additional projects and to authorize the Mayor to sign all related project documents.

**Background:** The Sewer Department has been notified that 4 additional projects have been selected as eligible for funding by the State Revolving Fund (SRF). The projects and the invited loan amount are as follows:

- Benson CSO Separation – \$1,058,000 (we will decline this loan if we get the grant already applied for. We should know the grant status sometime in March.)
- Old Lawrenceburg Road PS Replacement - \$1,570,000
- Rolling Acres I&I Reduction Phase 1 - \$1,500,000
- Emergency Generator/SCADA - \$1,320,000

The Benson CSO Separation Project and the Rolling Acres I&I Elimination Phase1 are both driven by the Consent Judgment. The Old Lawrenceburg Road Pump Station Replacement Project is to replace an aging that has exceeded its design life and is beginning to show signs of failing. The Emergency Generator/SCADA Project is to install an Emergency Generator and Supervisory Control and Data Acquisition (SCADA) at the wastewater treatment plant.

Once the application has been approved by KIA the Sewer Department still has the opportunity to decline accepting the funding. We anticipate that funds will be available sometime early 2016.

**Financial Analysis:** Funding for this project is available in Account No. 300.68.54390. This account has \$12,005,000 budgeted and as of July 1, \$0 has been expensed and encumbered.

**Recommendation:** Approval

**Attachments:**

- Resolution
- Email from KIA

**Contact Person:**

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

**11. CLOSED SESSION PER KRS 61.810 (1)(b) PROPERTY, AND KRS 61.810 (1)(c), LITIGATION**

**12. ADJOURNMENT**