

**REVISED 1-22-16
REGULAR MEETING
BOARD OF COMMISSIONERS
315 WEST SECOND STREET
FRANKFORT, KY 40601
502/875-8500**

AGENDA

**JANUARY 25, 2016
5:00 P.M. (EST)**

1. **INVOCATION** Rev. Scott Rollins – Highland Christian Church
- PLEDGE OF ALLEGIANCE**
- ROLL CALL**
- MINUTES** December 7, 2015 Special Joint Meeting; December 14, 2015 Work Session; December 21, 2015 Special Regular Meeting
2. **CEREMONIAL ITEMS**
 - 2.1 **SWEARING IN: CITY OF FRANKFORT POLICE ACADEMY GRADUATE DANIEL THOMAS HODGES, WHO JUST GRADUATED FROM A 22 WEEK ACADEMY IN RICHMOND ON JANUARY 21, 2016.**
 - 2.2 **INTRODUCTION OF KENTUCKY STATE UNIVERSITY'S NEW HEAD FOOTBALL COACH MR. JOHN SMITH.**
3. **CITIZEN COMMENTS**
4. **ORDINANCES**
 - 4.1 **SECOND READING:** To amend Section 119.02 of the City of Frankfort Code of Ordinances to reduce the percentage of gross revenue that must be derived from the sale of food in order to obtain a permit to operate an outdoor café and to sell alcoholic beverages at the outdoor café, and to increase the period of time during each day of the week that the outdoor café may serve alcoholic beverages. The ordinance further amends Section 119.04 to state that permittees may not allow their patrons to engage in conduct in violation of KRS 244.120.

Purpose: The purpose of this ordinance is to amend Section 119.02 of the City of Frankfort Code of Ordinances to reduce the percentage of gross revenue that must be derived from the sale of food in order to obtain a permit to operate an outdoor café and to sell alcoholic beverages at the outdoor café, and to increase the period of time during each day of the week that the outdoor café may serve alcoholic beverages. The ordinance further amends Section 119.04 to state that permittees may not allow their patrons to engage in conduct in violation of KRS 244.120.

Background: In May 1999, the City passed the first outdoor Café permit ordinance, and minor amendments were made to the ordinance in 2000. Since that time, the ordinance appears to have worked well, although some of the establishments that wanted to obtain a permit to operate an outdoor café were unable to satisfy the requirement that 60% of the establishment's gross revenue be generated from food sales. After a request from a local establishment to amend the ordinance governing outdoor cafés, Staff recommends that the Commission reduce the percentage of gross revenue that must be obtained from the sale of food from 60% to 10 % and allow the service or consumption of alcoholic beverages within the permitted area from 11:00 a.m. until 10:00 p.m. on Monday, Tuesday and Wednesday, from 11:00 a.m. until 11:00 p.m. on Thursday, Friday and Saturday, and from 1:00 p.m. until 10:00 p.m. on Sunday, local prevailing time, except during "community or special events."

This Ordinance had its first reading on December 21, 2015.

Financial Analysis: There will be minimal increase in fees received by the City.

Recommendation: Approval

Attachment:

- Ordinance

Contact Person:

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

5. **ORDERS - NONE**

6. **RESOLUTIONS**

- 6.1 To authorize the Mayor to sign a Resolution supporting the continued development of economic development incentives in the City of Frankfort.

Purpose: To authorize the Mayor to sign a Resolution supporting the continued development of economic development incentives in the City of Frankfort.

Background: In 2014, the Frankfort City Commission, in agreement and cooperation with the Franklin County Fiscal Court and other local economic development entities, formed an advisory group to study and consider local economic development incentives and report back to the legislative bodies. On December 7, 2015, the advisory group presented information on methods which could be considered for local economic development incentives and funding for economic development in Frankfort and Franklin County including tax abatement, tax increment financing, insurance premium tax growth, general fund contribution, property/building bank and revolving loan funds. The Frankfort City Commission and Franklin County Fiscal Court agreed to pass Resolutions of Support for further development of local economic development tools and incentives with the understanding that any project coming before either body would be evaluated with respect to the appropriate use of any incentive. Finally, a list of Action Items was included with proposed incentives and programs, and this list of Action Items is attached to this Resolution.

Financial Analysis: There will be minimal increase in fees received by the City.

Attachments:

- Resolution
- Action Items

Contact Person:

Name: Robert Moore
Title: City Attorney
Phone: 502/223-3477
Email: Rmoore@stites.com

- 6.2 To authorize the Mayor to sign a Resolution supporting the Commonwealth of Kentucky's plan to redevelop the Capital Plaza Tower area and requesting the consideration of certain factors.

Purpose: To authorize the Mayor to sign a Resolution supporting the Commonwealth of Kentucky's plan to redevelop the Capital Plaza Tower area and requesting the consideration of certain factors.

Background: The Commonwealth of Kentucky is considering a plan to redevelop the Capital Plaza Tower area located in Frankfort, Kentucky, which would call for the demolition of the Capital Plaza Tower and adjacent state-owned buildings and structures and the replacement of the demolished buildings and structures with updated state office buildings. This Resolution recognizes the positive impact the redevelopment of this area could have on downtown Frankfort, and requests the State to include the modernization and expansion of the State Convention Center as a part of this redevelopment plan. The

City also requests the State to include the consideration of the following factors in preparing the redevelopment plan. 1) an appropriate mix of state-owned offices and private residences and businesses to maintain the economic vitality of downtown Frankfort and an adequate tax base, and 2) steps to modernize and expand the State Convention Center to enable it to attract and host larger events.

Financial Analysis: The passage of this resolution will have no fiscal impact on the City.

Attachment:

- Resolution

Contact Person:

Name: Robert Moore
Title: City Attorney
Phone: 502/223-3477
Email: Rmoore@stites.com

6.3 Approval to adopt a Resolution and authorize the Mayor to sign the Resolution consenting to the operation by the Franklin County Health Department of a syringe exchange program within the City of Frankfort.

Purpose: Approval to adopt a Resolution and authorize the Mayor to sign a Resolution consenting to the operation by the Franklin County Health Department of a syringe exchange program within the City of Frankfort.

Background: The Franklin County Health Department has requested the City of Frankfort to allow it to operate a syringe exchange program within the City based upon the following factors:

- 1) Kentucky is suffering from an epidemic of heroin and other injection drug use as evidenced by the increases in all of the following: drug overdoses and untimely deaths, emergency room visits and hospitalizations due to heroin and other drug use, babies born to women with drug addiction, rates of communicable diseases, and law enforcement arrests and incarceration due to heroin and other drug possession and associated criminal activity;
- 2) Needles, syringes, and other equipment for injection drug use can become contaminated with blood that contains hepatitis C, hepatitis B, and human immunodeficiency virus (HIV) and these viruses can be transmitted when such equipment is shared among injection drug users;
- 3) Contaminated drug injection equipment puts the public, law enforcement and first responders at risk for exposure through accidental needlesticks when such contaminated equipment is improperly discarded;
- 4) Franklin County has seen a sharp increase in hepatitis C infections and Kentucky has the highest case rates for hepatitis C in the nation at 5.1 per 100,000 in 2013, an increase of 364% from 2006-2012;
- 5) The cost of medications for one course of treatment for hepatitis C is approximately \$84,000 and hepatitis C left untreated may progress to cirrhosis, liver cancer or liver failure requiring a liver transplant at an approximate cost of \$600,000;
- 6) The cost of treating HIV infection, a lifelong chronic disease, is \$600,000, and for every \$1 spent on a syringe access program, \$3-\$7 is saved on costs associated with HIV infection;
- 7) The Franklin County Health Department is statutorily mandated per KRS 211.180 to perform the duties of detection, prevention, and control of communicable diseases such as hepatitis C and B and HIV and affirmatively states that the implementation of a syringe access program would help fulfill this mandate;

- 8) The National Association of County and City Health Officials conference on July 7, 2015 the United States Surgeon General, Vivek Murthy, MD, MBA, stated "Needle exchanges prevent blood borne infections and do not promote drug use!";
- 9) Researchers at the National Institutes of Health, the General Accounting Office, the CDC, and the National Academy of Sciences concur that syringe access programs are an effective public health approach to reducing HIV and viral hepatitis infection;
- 10) Syringe access programs have been supported as a harm reduction strategy by many health and governmental organizations including the CDC, the American Medical Association, the American Public Health Association, the American Pharmaceutical Association, the American Psychiatric Association, and the US Conference of Mayors;
- 11) Research has also shown that syringe access programs advance public safety, including the safety of law enforcement officials, by taking contaminated syringes off the streets and out of parking lots, parks, school grounds and playgrounds;
- 12) During the 2015 Regular Session, the General Assembly of the Commonwealth of Kentucky passed Senate Bill 192 which amends KRS 218A.500, adding sections (5) (a) – (c), enabling local health departments to operate a substance abuse treatment outreach program that allows participants to exchange hypodermic needles and syringes with the consent of the local board of health and the legislative body of the city or county in which the program would operate; and,
- 13) At its meeting on August 17, 2015, the Franklin County Board of Health authorized the operation of a syringe exchange program by the Franklin County Health Department, subject to obtaining the consent of county and city legislative bodies, and on October 16, 2015, the Franklin County Fiscal Court entered its Resolution consenting to the operation of a syringe exchange program by the Franklin County Health Department.

Financial Analysis: There will be minimal increase in fees received by the City.

Recommendation: Approval

Attachment:

- Resolution

Contact Person:

Name: Robert Moore
Title: City Attorney
Phone: 502/223-3477
Email: rmoore@stites.com

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 approve Change Order #2 for Layne Inliner, LLC to cover additional work necessary to complete the project and to balance final quantities for the Indian Hills Phase 3 Inflow/Infiltration Project and to authorize the Mayor to sign all related documents (Sewer Department).

Purpose: To approve Change Order #2 for Layne Inliner, LLC to cover additional work necessary to complete the project and to balance final quantities for the Indian Hills Phase 3 Inflow/Infiltration Project and authorize the Mayor to sign all related documents.

Background: The intent of the Indian Hills I/I Reduction Project is to remove inflow and infiltration from the sanitary sewers to provide more capacity in them and therefore 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. This project was advertised in February 2014 and Layne Inliner was the low bidder. The contract was awarded to Layne Inliner in March 2014.

Change Order #1 was for time only to cover weather delays, delays due to greater than anticipated sewer cleaning, and unforeseen conditions encountered that required alternative solutions and more coordination.

Change Order #2 is a balancing change order that adjusts all unit cost bid items from estimated quantities to final quantities as installed. This change order reduces the total contract price by \$49,514.54.

The total amount of the contract is summarized below:

Original Contract	\$324,933.00
Change Order Number 1	\$0.00
Change Order Number 2	<u>\$-49,514.54</u>
Revised Contract Amount	\$275,418.46

Financial Analysis: Funding for this project is available in Account No. 300.68.54390. This account has \$14,797,500 budgeted and as of November 30, \$4,088,693 has been expensed and encumbered.

Recommendation: Approval

Attachment:

- Change Order #2

Contact Person:

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

- 7.2 To approve Change Order #3 for Layne Inliner, LLC to cover additional work necessary to complete the project and to balance final quantities for the Tierra Linda Inflow/Infiltration Project and to authorize the Mayor to sign all related documents (Sewer Department).

Purpose: To approve Change Order #3 for Layne Inliner, LLC to cover additional work necessary to complete the project and to balance final quantities for the Tierra Linda Inflow/Infiltration Project and authorize the Mayor to sign all related documents.

Background: The intent of the Tierra Linda I/I Reduction 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. This project was bid in February 2014 and Layne Inliner was the low bidder. The contract was awarded to Layne Inliner in March 2014.

Change Order #1 covered necessary labor, material and equipment to perform a pipe point repair at a manhole that could not be completed per the methods in the contract documents, since the subject manhole was brick. The change order changed the point repair utilizing an A-LOK single clamp water stop, which was not originally specified in the contract documents. The change order also covered several additional point repairs in the clay pipe discovered during construction.

Change Order #2 was for time only that was inadvertently left out of Change Order #1. The time extension was due to the additional work identified in Change Order #1 and for weather delays that impacted construction.

Change Order #3 is a balancing change order that adjusts all unit cost bid items from estimated quantities in the original contract to final quantities as installed and final quantities contained in Change Order #1. This change order also covers the cost of an unsuccessful attempted repair to a cracked pipe that was found to be fully encased in concrete when excavated.

The total amount of the contract is summarized below:

Original Contract	\$523,524.00
Change Order Number 1	\$9,596.10
Change Order Number 2	\$0.00
Change Order Number 3	<u>\$31,283.21</u>
Revised Contract Amount	\$564,403.31

Financial Analysis: Funding for this project is available in Account No. 300.68.54390. This account has \$14,797,500 budgeted and as of November 30, \$4,088,693 has been expensed and encumbered.

Recommendation: Approval

Attachment:

- Change Order #3

Contact Person:

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

- 7.3** To approve Amendment #7 to an Engineering Agreement with CDM Smith (CDM) to allow additional time for engineering and survey services within the Crestwood I&I Reduction Project area. Services are a result of a new alignment required for repairs on Schenkel Lane due to a collapsing existing sanitary sewer pipe, existing utility obstructions, and roadway construction obstacles and to authorize the Mayor to sign all related documents (Sewer Department).

Purpose: The purpose of this item is to approve Amendment #7 to an Engineering Agreement with CDM Smith (CDM) to allow additional time for engineering and design services within the Crestwood I&I Reduction Project area on Schenkel Lane. Services provided include right-of-way and easement verifications for the approximately 200 LF of new 8-inch sanitary gravity sewer, 3 new manholes, and 3 lateral connections to service the three properties from 130 through 134 Schenkel Lane in the Crestwood project area and to authorize the Mayor to sign all related documents.

Background: In September 2011, the Sewer Department entered into a contract with CDM to perform a preliminary assessment of the collection system of the Crestwood subdivision. In February 2012, the City approved Amendment #1 which provided for additional field testing needed prior to design. In November 2013, the City approved Amendment #2 to cover Final Design, Construction Administration and Construction Observation services for the project. In September 2014 the City approved Amendment #3 to cover additional resident construction inspection assistance, design assistance, and communications needed due to field issues encountered with storm water infrastructure. Additionally, this amendment covered services required for an 8-inch main between Laurel and Pinewood requiring additional design considerations due to a residential garage being built above it and support posts being driven into the 8-inch main. In December 2014, the City approved Amendment #4 to cover engineering and design services for approximately 200 LF of new 8-inch sanitary gravity sewer, 3 new manholes, and 3 lateral connections to properties at 130 through 134 Schenkel Lane. Based on initial field inspections, the

alignment was assumed within utility right-of-ways and as a result easement analysis was not included in Amendment #4. Amendment #5 was a no-cost time extension that added additional time for design changes and for the performance of the additional work. Amendment #6 included 18 hours of additional services as well as survey services (survey not to exceed \$4,500) to verify right-of-way and easements to finalize design and construction services for the improvement project on Schenkel Lane; however, the amendment did not include additional time.

Amendment #7 is a time only extension to complete the activities associated with Amendment #6.

Original Agreement	\$99,483.00
Amendment #1	\$99,466.00
Amendment #2	\$89,970.00
Amendment #3	\$18,235.00
Amendment #4	\$20,205.00
Amendment #5	\$0.00
Amendment #6	\$6,960.00
Amendment #7	\$0.00
Total	\$334,319.00

Financial Analysis: Funds are available in Sewer Account No. 300.68.54390. The budget for this account is \$14,797,500 and as of July 1 this account had \$0.00 expensed or encumbered.

Recommendation: Approval

Attachment:

- Amendment #7

Contact Person:

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

- 7.4 To authorize approval of Amendment #1 to the Professional Services Agreement with Municipal Engineering Company for miscellaneous surveying services, property surveys and easement exhibit assistance for various sewer projects and authorize the Mayor to sign all documents associated with the agreement (Sewer Department).

Purpose: The purpose of this item is to authorize approval of Amendment #1 to a Professional Services Agreement with Municipal Engineering Company (MEC) for miscellaneous surveying services, property surveys and easement exhibit assistance for various sewer projects and authorize the Mayor to sign all documents associated with the agreement.

Background: The Sewer Department has a periodic need for surveying services associated with projects, including the need for easement exhibits. Currently easement exhibits are prepared by various firms and the format is inconsistent. This contract will allow the Sewer Department to standardize our format and allow for a more consistent final project. In addition, it will allow the Department to quickly respond in the event a survey is required on one of our projects. A Professional Services Agreement was awarded to Municipal Engineering Company in September 2012 with a cap of \$30,000 with tasks authorized and executed by individual work orders. This \$30,000 cap was reached in December 2015.

This Amendment #1 increases the amount of the Professional Services Agreement by \$25,000 with the same services and conditions of the original agreement.

Original Agreement	\$30,000.00
Amendment #1	<u>\$25,000.00</u>
Total	\$55,000.00

Financial Analysis: Funds are available in Account No. 200.68.53265. This account has \$100,000.00 budgeted and as of August 1, \$11,578 has been expensed and encumbered.

Recommendation: Approval

Attachment:

- Amendment #1 **(To be provided)**

Contact Person:

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

7.5 To consider approving a Sewer Extension Contract with PFILP – Frankfort BTS, LLC for a proposed sewer extension to serve 100 Granite Ridge Lane in Franklin County, Kentucky and to authorize the Mayor to sign all documents related to the contract (Sewer Department).

Purpose: To approve a contract with PFILP – Frankfort BTS, LLC for a proposed sewer extension to serve 100 Granite Ridge Lane in Franklin County, 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 Sewer Department for review and approval. The Sewer Department will submit the sanitary sewer plans and specifications to the Division of Water for their review after City Commission approval. Final acceptance of the sewers 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

Attachment:

- Sewer Extension Contract **(Under City Attorney Review)**

Contact Person:

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

7.6 To consider approving a request by Mr. Keith Lee for a sewer adjustment due to leaks in the water pipes providing water service to the Tierra Linda and Raven Crest Apartment complexes and to authorize the Mayor to sign any documents related to the adjustment (Sewer Department).

Purpose: To approve a request by Mr. Keith Lee, Capital City Rentals, for a sewer adjustment due to leaks in the water pipes providing water service to the Tierra Linda and Raven Crest Apartment complexes and to authorize the Mayor to sign any documents related to the adjustment.

Background: The Tierra Linda Apartments, 112 Hanly Lane, and the Raven Crest Apartments, 3201 Georgetown Road, have been experiencing leaks in their potable water lines serving the buildings for several months. In May and June of 2015 they were able to isolate the location of the leaks and make necessary repairs to reduce their water usage. Since sewer bills are determined by water usage the sewer bills at both locations have been high. The Sewer Department has a Sewer Adjustment Policy that allows a customer to receive an adjustment in situations of this type, due to the number of buildings being serviced by the meter at each location it is extremely difficult for owners of multi apartment building complexes to meet the criteria of the policy.

The Sewer Department recently evaluated our Sewer Adjustment Policy and made several revisions to the policy in an attempt to make it more customer friendly. However, these changes still make it extremely difficult for owners of multi building apartment complexes to meet the criteria of the policy. One additional component was added to the policy during this revision that allows owners of multi apartment building complexes to request the City Commission to approve a request for an adjustment. The Sewer Adjustment Policy was adopted by the Sewer Department on January 1, 2016 and was presented to the City Commission at the January Work Session, at which time Mr. Lee made his presentation to the City Commission. The Commission's Work Session consensus was to reimburse Mr. Lee ½ of the estimated fees. Commissioner Roach excused himself and was not present for the discussion.

Staff from the Sewer Department has visited the site and met with maintenance personnel from both apartment complexes and based on the location of the repairs made relative to the location of the sanitary sewers, it is extremely unlikely that the bulk of the leaked water entered into the sewers.

At the Commission Work Session, Mr. Lee presented his case documenting that based on water usage prior to the repairs compared to water usage after the repairs were made resulted in a reduction of water usage the Tierra Linda Apartment Complex of approximately 126,741 gallons per month, and a resulting monthly savings of \$1,238.02; or \$13,618.22 based on the previous 12-month average. Similarly Mr. Lee presented his case documenting that based on water usage prior to the repairs compared to water usage after the repairs were made resulted in a reduction of water usage the Raven Crest Apartment Complex of approximately 364,898 gallons per month, and a resulting monthly savings of \$2,889.00; or \$31,777.90 based on the previous 11-month average. Mr. Lee, on behalf of Capital City Rentals, is requesting a reimbursement of \$22,698.06, or 50 percent of the total difference in in usage.

Financial Analysis: This will be a one-time sewer adjustment of \$22,698.06 for both apartment complexes, \$6,809.11 for Tierra Linda and \$15,888.95 for Raven Crest.

Recommendation: Approval

Attachment:

- Adjustment Request for Raven Crest Apartments & Tierra Linda Apartments

Contact Person:

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

- 7.7 To authorize the Mayor to execute a Memorandum of Agreement between the City of Frankfort and Kentucky State University, and all related documents (Parks & Rec).

Purpose: To authorize the Mayor to execute a Memorandum of Agreement between the City of Frankfort and Kentucky State University, and all related documents.

Background: The City is building a walking and biking trail on property adjacent to KSU's property. The proposed Memorandum of Agreement will make this walking and biking trail accessible through KSU's property to students at KSU and to the public. The City will be required to maintain the trail. The trail through KSU's property will be open for use between the hours of 8:00 a.m. to dusk. There is to be no charge to the public for the use of the trail. The term of this Agreement is for Fifty (50) years; however, KSU may terminate this agreement upon 30 days written notice to the City. The City has agreed to provide insurance insuring KSU against any and all claims arising out of the building and operation of the trail on KSU's property.

Financial Analysis: This agreement should have only a minimal financial impact on the City.

Recommendation: Approval

Attachment:

- Memorandum of Agreement (MOA)

Contact Persons:

Name: Jim Parrish
Title: Director
Department: Parks and Recreation
Phone: 502-875-8575
Email: jparrish@frankfort.ky.gov

- 7.8 To authorize the Mayor to sign a contract with America's Bravest to supply bunker gear to the Fire Department and sign all related documents (Fire Department).

Purpose: To allow the Mayor to sign a contract with America's Bravest to supply bunker gear to the Fire Department for the next two years at a cost of \$2,025 per set to include coat and pant during the first contract year and \$2093 per set to include coat and pant during the second contract year.

Background: Bids were received from four (4) bidders and America's Bravest was considered to be the best bid. Factors used to determine the bid included cost, performance testing, NFPA requirement and turnaround time. Bunker gear is a yearly budget item. Approximately ten (10) complete sets per year are purchased.

Financial Analysis: Funds are budgeted in accounts 100.42.56550 and 100.41.56550.

Recommendation: Approval

Attachments:

- Bid document
- Contract

Contact Person:

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

- 7.9** Authorization to file an application to fund the creation of Design Guidelines for the City's Central Business historic district and authorizing the Mayor to execute all grant-related documents (Planning & Building Codes).

Purpose: To authorize the filing of an application to fund for the creation of Design Guidelines for the City's Central Business historic district and authorizing the Mayor to execute all grant-related documents.

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

Within the City there are three historic districts, Special Capital, Special Historic and Central Business which have architectural design requirements identified within Article 17 of the Frankfort Zoning Ordinance. These standards are in text form and lack clarity in areas of repair, rehabilitation, new additions and infill. It has been recommended by both the Kentucky Heritage Council and the City Commission that new design guidelines be created for each historic zoning district, to recognize the unique character but also provide property owners better clarity on what are the design standards for their district. Design Guidelines have been completed for the Special Historic District. In order to help assist staff with creating this documentation for the Central Business District, the City proposes to apply for a Certified Local Government Grant in the amount of \$18,000.00 to secure a qualified preservation consultant to prepare the design guidelines for the Central Business District. The federal share requested (60% of award) is \$10,500.00 from the Kentucky Heritage Council. Local match for this project (40% of the award), would be \$7,500.00, based on preliminary bids— in kind services will not be sufficient to secure the needed professional services. The match will need to be funded from the General Fund.

Financial Analysis: A Certified Local Government Grant in the amount of **\$18,000.00** with the federal share requested (60% of award) is \$10,500.00 from the Kentucky Heritage Council, and a forty percent (40%) local match of \$7,500.00 will be required. While some in kind services will be provided – the total local match will need to be funded from the Planning Professional Fees Account 100.70.53265 in order to secure the professional services to assist with the project. The match will need to be funded from the General Fund - FY 2016/2017 budget.

Attachment: None

Contact Persons:

Name:	Gary Muller	Rebecca Hall
Title:	Director of Planning and Building Codes	Grants/Comm. Rel. Manager
Department:	Planning and Building Codes	City Manager
Phone:	502/352-2100	502/352-2076
Email:	gmuller@frankfort.ky.gov	rhall@frankfort.ky.gov

- 7.10** To approve a contract with Vaughn & Melton Consulting Engineers, Inc. for services to conduct Storm Water Mapping for the public maintained systems in the City and authorize the Mayor to sign all related documents (Public Works).

Purpose: Approve a contract with Vaughn & Melton Consulting Engineers, Inc. for services to conduct Storm Water Mapping for the public maintained systems in the City and authorize the Mayor to sign all related documents.

Background: Mapping of the City's stormwater conveyance systems are a requirement of the EPA's Phase II stormwater compliance regulations and are crucial to an effective maintenance program. Public Works issued a Request for Qualifications for this work and received interest from eight firms. This list was shortened to three firms who were asked to meet with the Selection Committee. During this meeting the scope of the work was better defined and the chosen firms were asked to prepare a short proposal, including a price, for the work to be completed over two years. The prices submitted were:

1. GRW-\$597,387
2. Vaughn & Melton-\$395,000
3. Integrated-\$350,000

Vaughn & Melton Consulting Engineers, Inc. was chosen because they presented the best value to the City in meeting the stormwater mapping needs. Their presentation and proposal demonstrated more experience in this type of work and they recently completed a large project of similar scope. Further discussions with Vaughn & Melton resulted in a revised proposal price of \$375,000. The original estimate was \$600,000 set aside over two years.

Financial Analysis: The funds for this project are available in Account No. 100.66.53265.

Recommendation Approval of a \$375,000 stormwater mapping contract with Vaughn & Melton Consulting Engineers.

Attachments:

- Contract **(To be provided)**

Contact Person:

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

7.11 To authorize a contribution to Downtown Frankfort, Inc. for North Star to complete a Downtown Consumer Market Study and authorize the Mayor to sign all related documents (City Manager).

Purpose: To authorize a contribution to Downtown Frankfort, Inc. for North Star to complete a Downtown Consumer Market Study and authorize the Mayor to sign all related documents

Background: On January 11, 2016, the Commission consensus was to proceed with a \$3,000 contribution to DFI for the completion of a Downtown Market Study conducted by North Star. The Market Study will include survey instrument development, programming, data compiling and analysis as well as a report and presentation on the findings for Downtown Frankfort. Per the request from DFI's President Doug Howard, Downtown Frankfort Inc. will be responsible for the survey distribution and gathering the necessary items to complete the survey. North Star will present the study findings either during an in person meeting on February 9 or online at a later date if contracting and approvals dictate. Following the final presentation, North Star will provide a final report for DFI that will be shared with the Commission.

Financial Analysis: The cost of the study is \$ 6,000.00. \$3,000.00 will be paid by the City with the remaining \$3,000.00 paid by other organizations. Funds are available in Account No. 100.10.56552.

Recommendation: Approval

Attachment: None

Contact Person

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

7.12 To receive approval from the Board of Commissioners to provide an enhanced employee wellness benefit to continue promotion of exercise and healthy lifestyles and better meet the unique needs of our employees and allow the Mayor to sign all related documents (City Manager).

Purpose: To receive Commission approval to begin an enhanced wellness program the second quarter of 2016 and allow the Mayor to sign all related documents.

Background: The City currently offers reduced YMCA membership rates to full-time employees and has 68 employees participating. Of those who participate, over 80% elect family membership. This indicates that the YMCA membership is most appealing to those with families. In order to better meet the varied fitness needs of employees and spread support to local businesses, the enhanced wellness program would allow employees to receive reduced membership rates at any Frankfort fitness center that has a local business license and is in good standing with local licensure and tax payments. The City would contribute up to half of the monthly membership cost, not to exceed a monthly contribution of \$20 for single membership and \$25 for family membership. This contribution mirrors the existing YMCA contribution rates.

There are strong correlations between exercise and improved physical and mental health. These items further correlate to a more productive workforce and lower medical costs.

Recommendation: Approval

Financial Impact: Approximately \$10,000/year. This estimate is based on 40 employee participants in addition to those who already participate in YMCA membership.

Attachment:

- Description of program details

Contact Person:

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

7.13	<u>Personnel</u>	<u>Employee</u>	<u>Department</u>	<u>Date</u>	<u>Other</u>
	Promotion	Kelly Jagodzinski	E911/Police	1/19/16	Telecommunicator II TAC

Attachment: None

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 Board of Ethics – Appointment of Dan Ahler, for a term ending 12-31-18. (Replacing Joni Napier Crowe)

Attachments:

- Mayor's letter of recommendation
- Dan Ahler resume

8.2 Board of Ethics – Appointment of Carly Cockley, for a term ending 12-31-19. (Filling vacancy)

Attachments:

- Mayor's letter of recommendation
- Carly Cockley resume

8.3 ARB – Appointment of Jennifer Zingg, for a term ending 9-12-18. (Replacing Carol Reese)

Attachments:

- Mayor's letter of recommendation
- Jennifer Zingg resume

9. OLD BUSINESS

10. NEW BUSINESS

11. ADJOURNMENT