

REVISED 3-25-16

AGENDA

MARCH 28, 2016
5:00 P.M. (EDT)

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

1. INVOCATION

Rev. Robert Houston - First Baptist, Clinton St.

PLEDGE OF ALLEGIANCE

ROLL CALL

MINUTES

February 8, 2016 Work Session; February 15, 2016
Special Meeting; February 22, 2016 Regular Meeting

2. CEREMONIAL ITEMS

3. CITIZEN COMMENTS

4. ORDINANCES

4.1 **SECOND READING:** An Ordinance amending Sections 40.21.C.1, Police Department Original Appointments, and 40.22.C.1, Fire Department Original Appointments, of the City of Frankfort Code of Ordinances.

Purpose: To amend Sections 40.21.C.1 and 40.22.C.1, of the Code of Ordinances to be effective upon approval.

Background: The Police and Fire Departments have rigorous, time intensive application processes that result in the compilation of eligibility lists which rank prospective hires. Once the eligibility list is compiled, candidates must still successfully complete medical, psychological, polygraph, drug screen, and background checks in order to be selected. Therefore, it is not unusual for a candidate to be placed on the eligibility list and then be determined not to be suitable for appointment as additional examinations continue. The City's current process limits the Police Chief and Fire Chief to selecting recruits from those with the highest 5 scores on the eligibility list. This limitation causes eligibility lists to become defunct prematurely and necessitates starting another lengthy recruiting process to develop a new list when the existing eligibility list may contain qualified, appropriate hires. The proposed ordinance amendment would allow the Police and Fire Chief to use the eligibility list more fully by excluding any candidates who have been passed over 5 or more times from the group with the highest 5 scores.

This Ordinance had its first reading on February 22, 2016.

Financial Analysis: N/A

Recommendation: Approval

Attachment:

- Ordinance

Contact Person:

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

4.2 An Ordinance closing a portion of Darby Shire Circle located in River Bend Subdivision, off of US Highway 127, and to sign all related documents.

Purpose: To pass an Ordinance closing a portion of Darby Shire Circle located in River Bend Subdivision, off of US Highway 127, and to sign all related documents.

Background: The Franklin County Fiscal Court has requested the City of Frankfort to close a portion of Darby Shire Circle located off of US 127 in River Bend Subdivision, Franklin County, Kentucky so that it can complete the construction of the driveway to the County's new fire station to be built on Darby Shire Circle. The portion of Darby Shire Circle to be closed is reflected on Attachment A hereto.

Closing this portion of Darby Shire Circle will not affect the use of this roadway by the traveling public. In accordance with KRS 82.405, the owners of all properties which abut the portion of Darby Shire Circle to be closed have been identified and notified in writing of the proposed closing, and have given notarized consent to the closing.

Financial Analysis: The passing of this Ordinance should have no fiscal impact on the City of Frankfort.

Recommendation: Approval.

Attachment:

- Ordinance
- Attachment A **(To be provided)**
- 2 Maps

Contact Person:

Name: Tom Bradley, PE
Title: Director
Department: Public Works
Phone: 502/352-2087
Email: tbradley@frankfort.ky.gov

5. **ORDERS**

5.1 An Order authorizing the Finance Department to electronically sign checks and other documents.

Purpose: To authorize the Mayor to sign an Order authorizing the Finance Department to electronically sign checks and other documents.

Background: The City Finance Department currently manually stamps checks and other documents in order to process and negotiate same. This process is time consuming, inefficient and not an effective internal control. The accounting firm of Charles T. Mitchell recently completed the audit for the City of Frankfort, and included Internal Controls and Suggestions for Improvement in the audit, and one of the suggestions for improvement was for the City to utilize an automated stamping process. Other municipalities currently use an automated process to sign checks and other documents and the Finance Department has been advised by its software vendor that over fifty percent (50%) of its clients are electronically signing checks.

To insure adequate internal controls are in place, the Finance Department will randomly check approximately twenty percent (20%) of the checks written (approximately 40 checks per check run) to make sure that the supporting documentation is in agreement with the check written to the vendor.

Financial Analysis: There should be a one-time payment of approximately \$250.00 for the needed software.

Recommendation: Approval

Attachment:

- Order

Contact Person:

Name: Steve Dawson
Title: Finance Department
Phone: 502-352-2083
Email: sdawson@frankfort.ky.gov

6. RESOLUTIONS

- 6.1** A Resolution of the City of Frankfort, Kentucky relating to loan assistance from the Federally Assisted Wastewater Revolving Loan Fund for the Glenss Creek Interceptor Project and all related documents.

Purpose: To authorize the Mayor to sign a Resolution relating to loan assistance from the Federally Assisted Wastewater Revolving Loan for the Glenss Creek Interceptor Project and all related documents.

Background: To approve the Resolution authorizing the Mayor of the City of Frankfort and his Successors-in-Title to execute and submit an application through the Kentucky Energy and Environment Cabinet and the Kentucky Infrastructure Authority with such assurances and required supporting data as is necessary to obtain loan assistance from the Federally Assisted Wastewater Revolving Fund (State Revolving Loan Program) for proposed wastewater treatment facilities improvements, and to authorize the Mayor as the City of Frankfort's Official Project Representative to carry out necessary negotiations for and administer the loan assistance the applicant may obtain from the Federally Assisted Wastewater Revolving Fund (State Revolving Loan Program). The Mayor is further authorized to sign any documents related to or necessary to obtain loan assistance from the Federally Assisted Wastewater Revolving Fund (State Revolving Loan Program) for the proposed wastewater treatment facilities improvements.

Financial Analysis: The approval of the Resolution will have no fiscal impact on the City. However, if the City chooses to borrow funds under this program, it will have to repay the borrowed funds.

Recommendation: Approval.

Attachment:

- Resolution

Contact Persons:

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

- 6.2** To authorize the Mayor to sign a Resolution and file an application with the Department of Transportation, United States of America, for a grant under Fixing America's Surface Transportation Act (FAST Act) and all related documents. The City is required to pass one resolution to apply for funding and one resolution to commit the local share of the projects.

Purpose: The purpose of this item is to adopt a Resolution authorizing the Mayor to file an application with the U.S. Department of Transportation for 5311 (Public Transportation Operating and Administrative), 5339 (Capital) Grants under the Fixing America's Surface Transportation Act (FAST Act).

Background: This Resolution must be adopted each year in order to apply for 5311 (Public Transportation) and 5339 (Capital) Grants. This Resolution authorizes the Mayor to execute and file on behalf of the City an application with the U.S. Department of Transportation for a Section 5311 and Section 5339 Grant that provides operating and administrative to the City's Public Transit System.

Recommendation: Approval

Attachment:

- Resolution

Contact Persons:

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

6.3 A Resolution committing the city’s local share for Frankfort Transit’s operating costs associated with a grant application under the Fixing America’s Surface Transportation Act (FAST Act) to be filed with the Department of Transportation, United States of America. The City is required to pass one resolution to apply for funding and one resolution to commit the local share of the projects.

Purpose: The purpose of this item is to adopt a resolution to commit the local share for operating costs associated with grants from the U.S. Department of Transportation for 5311 (Public Transportation Operating and Administrative) and 5339 (Capital) Grants under the Fixing America’s Surface Transportation Act (FAST Act).

Background: This resolution must be adopted each year in order to apply for 5311 (Public Transportation) and 5339 (Capital) Grants. The grants local share is 50% for 5311 Operating Expenses and 20% for 5311 Administrative Expenses (Administrative Expenses cannot exceed 20% of the overall grant). The Local Share for 5339 (Capital) and 5311 Capital is 10% of the total grants. Staff has been advised to request Capital equipment in both categories to increase the chances of funding. The Operating budget includes the continuation of Transit Services and the Capital request includes four (4) 35 foot/32 passenger buses; four (4) camera systems and ten (10) tablet locking mounts. This Resolution authorizes the Mayor to execute and file on behalf of the City an application with the U.S. Department of Transportation for a Section 5311 and Section 5339 Grant that provides operating and administrative to the City’s Public Transit System. Requested funding is below:

Section	5311 Operating	5311 Administrative	5311 JOBS	5339 Capital	5311Capital
Federal Share	\$589,500.00	\$118,000.00	\$108,750.00	\$1,799,044.80	\$1,799,044.80
Local Share	\$589,500.00	\$29,500.00	\$108,750.00	\$224,880.60	\$224,880.60
State Share	\$0.00	\$0.00	\$0.00	\$224,880.60	\$224,880.60
Total Request	\$1,179,000.00	\$147,500.00	\$217,500.00	\$2,248,806.00	\$2,248,806.00

Recommendation: Approval

Attachment:

- Resolution

Contact Persons:

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

- 6.4 Approval to adopt a Resolution supporting Kentucky State University and to allow the Mayor to sign all related documents.

Purpose: To pass a Resolution supporting Kentucky State University and to allow the Mayor to sign all related documents.

Background: The City of Frankfort Board of Commissioners drafted a Resolution of support for Kentucky State University. A letter from the Mayor, along with a copy of the Resolution, is being sent to Senator Julian Carroll and Representative Derrick Graham to encourage their support for KSU as well.

Financial Analysis: The passage of this Resolution will not have a financial impact to 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 Approve an award to Wayne Supply Company for one Caterpillar 305.5E2 Excavator and related accessories, surplus the Sewer Departments Case Excavator to be used as a trade-in 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 Wayne Supply Company for one Caterpillar 305.5E2 Excavator and related accessories, surplus the Sewer Department's Case Excavator to be used as a trade-in and authorize the Mayor to sign all documents associated with the purchase.

Background: The excavator being replaced is a smaller Case Excavator that has already had to have the boom refurbished once due the excavator not having the lifting capacity needed for setting manholes. Reviewing the State Master Agreements for several companies, Caterpillar is the least cost for the lifting capacity required. Another advantage of the Caterpillar is compared to their competitors - the tracks are narrower allowing us to use our current trailer rather than purchase a new trailer. The Caterpillar will also be able to use attachments from the Case excavator so we will not have to purchase a new hoe ram. The price for the Excavator is \$78,791.71 with a trade in of \$15,000 for a total cost of \$63,791.71.

The Case Excavator is to be traded in for a credit of \$15,000.

The delivered cost for this vehicle is \$63,791.71 using the Kentucky State Price Contract Master Agreement # 758 1300000667.

Financial Analysis: Funding is available in account 300.68.56550. This account has \$508,000.00 budgeted and as of January 31, \$156,606 has been expensed and encumbered.

Recommendation: Approval

Attachments:

- First Page of Master Agreement
- Quote from Wayne Supply Company

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

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

Background: Dr. Steve Mims, President of Advancing Sustainable Aquaculture Performance for Fish (ASAPFish), has presented a business plan to develop a commercial model to optimize production and survival of major species (i.e. paddlefish and bass) to supply seed stock to regional fish farmers, see attached proposal from ASAPFish for additional information on the program. Dr. Mims, then a professor at Kentucky State University (KSU), originally contacted the Sewer Department in 2004 to discuss utilizing excess facilities at the wastewater treatment plant to raise fish in our treated effluent. In 2006 the City signed the first of 4 contracts with KSU and the program has been a success for KSU and the results have been published in numerous publications, including several international publications. In March 2015 the City Commission approved a 3 year contract with Dr. Mims for the use of the excess equipment.

Since the award of the contract in 2015, the Sewer Department has begun several projects at the Wastewater Treatment Plant that will significantly impact Dr. Mims access to the facility he is utilizing to grow the fish. These projects include replacement of the process water system, installation of conduit to support Supervisory Control and Data Acquisition (SCADA) for the treatment plant, and other site work associated with those 2 projects. These projects will be advertised within the next 60 days with an anticipated start date of June or July; therefore, Dr. Mims has agreed to limit use of the facilities to the months of April and May and have all the fish removed off site by June.

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

Recommendation: Approval

Attachments:

- Revised Contract (**Being prepared by City Attorney**)

Contact Person:

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

- 7.3 To consider approving a Sewer Extension Contract with WWW Properties, LLC for a proposed sewer extension to serve Tract B on Allen Way 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 WWW Properties, LLC for a proposed sewer extension to serve Tract B on Allen Way 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.

This property was originally approved for sewer service by the City Commission in August 2009 for development of a hotel and a sewer extension was then constructed along the front of the lot. The property owner has subsequently subdivided the lot into 2 tracts and is proposing a development on Tract B which will generate substantially lower flows. This sewer extension is being constructed from the extension previously approved and constructed to service a small commercial development. It should be noted that the plant operated at 86% capacity in 2015 and this development will add additional flows, the increase is insignificant compared to the total flows to the wastewater treatment plant and significantly less than the originally proposed flow from a hotel.

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; however, there is a cost of treatment for the additional flow.

Recommendation: Approval

Attachments:

- 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

7.4 To authorize the Police Department to surplus (2) TRUE PS 1100 Treadmills and to authorize the Mayor to sign any related documents (Police Department).

Purpose: To authorize the Police Department to surplus (2) TRUE PS 1100 Treadmills and to authorize the Mayor to sign any related documents.

Background: Recently, the Police Department received quote from Scheller's Fitness to allow a trade in allowance of \$500.00 per treadmill (total of \$1,000.00) on the purchase of 2 new treadmill's. The 2 older treadmills' (TRUE PS 1100) have become worn and are no longer suitable for our use. These treadmills were purchased in 2009, making them approximately 7 years old. The estimated cost to repair the units is beyond keeping the units serviceable, therefore the request to declare the units surplus. The trade in for new treadmills will assist officers in compliance with mandatory fitness standards (F.M.C. 40.06) for Public Safety.

Financial Analysis: \$1,000.00 credit toward purchase of new treadmills

Recommendation: Approval

Attachments:

- Description of Treadmills

Contact Person:

Name: Jeff Abrams
Title: Police Chief
Department: Police
Phone: 502/875-8525
Email: jabrams@frankfort.ky.gov

7.5 To declare a total of Twelve (12) vehicles, nine (9) Ford Crown Victorias, one (1) Ford Expedition, and their equipment surplus to approve trade of these surplus vehicles to Paul Miller Ford for credit toward the purchase of a budgeted new unmarked vehicle or up-fitting for budgeted newly purchased patrol vehicles. With the remaining two vehicles, one (1) Chevrolet and one (1) GMC to be sold at the city auction for state asset forfeiture funds. Also to authorize the Mayor to sign all related documents (Police Department).

Purpose: The Police Department has twelve (12) vehicles, ten (10) of which, and their obsolete equipment that are in disrepair, are no longer needed. Paul Miller Ford will assess these vehicles and agree to exchange a trade value toward the purchase of a new budgeted vehicle or up-fitting for budgeted newly purchased patrol vehicles. The remaining two (2) vehicles must be sold at the city's surplus property auction to fulfill the legal obligation set forth by KRS 218A (asset forfeiture).

Background: Nine (9) Ford Crown Victorias, one (1) Ford Expedition, one (1) Chevrolet, and one (1) GMC are no longer needed and are in disrepair. The equipment that was installed in ten (10) of the vehicles such as safety partition, console, siren control and light bar are all obsolete since Ford is no longer building the Crown Victoria style of vehicle. The city surplus of vehicles last year yielded a higher dollar rate per vehicle than traditional auctions. Traditionally, auction of vehicles in similar condition have brought less than \$1,000.00 each. This estimate is true for this request as well. In 2015 the trade allowed for the purchase of a new Ford Taurus with reduced out of pocket funds. This trade will afford the same benefit for the possible purchase of a budgeted unmarked vehicle or toward the up-fit of budgeted newly purchased patrol vehicles. The two (2) remaining vehicles must be sold at the city auction pursuant to KRS 218A and the funds placed in the state asset forfeiture account.

Financial Analysis: Trade allowance to Paul Miller Ford to offset the purchase cost of a budgeted unmarked vehicle or up-fitting for budgeted newly purchased patrol vehicles. Funds from the two vehicles sold at auction must be placed in the police department's state asset forfeiture account per KRS 218A.

Recommendation: Approval of surplus of twelve (12) vehicles and associated equipment.

Attachments:

- Itemized list of surplus vehicles and their associated obsolete equipment

Contact Person:

Name: Robert Warfel
Title: Major
Department: Police Department
Phone: 502/352-2069
Email: rwarfel@frankfort.ky.gov

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

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

Background: The City was awarded Brownfield Assessment funds in the amount of \$400,000.00 in 2014. The Brownfield Advisory Committee has received requests for assessments at 114 West Second Street and 1501 Benson Valley Road. The Committee would like the Commission’s approval to move forward with these assessments.

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

Recommendation: Approval

Attachment: None

Contact Persons:

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

7.7 To authorize the submission of a 2016 - 2017 Kentucky Recycling Grant Application to the Kentucky Division of Waste Management-Recycling Assistance Section for costs related to recycling such as compactor, Printing/and Educational materials and funds to hire an intern to create and present Recycling curriculum and authorizing the Mayor to sign all grant documents (Grants & Public Works).

Purpose: To authorize the submission of a 2016 Kentucky Recycling Grant Application for costs related to recycling such as a compactor, Printing/and Educational materials and funds to hire an intern to create and present Recycling curriculum and authorizing the Mayor to sign all grant documents.

Background: The City offers recycling services to the community and the quantity is continually increasing due to greater public awareness. The state has a Recycling Grant Program that can aid in recycling costs. The Sanitation Department would like to apply for funds for compactor, Printing/and Educational materials and funds to hire an intern to create and present Recycling curriculum Costs for these items total will not exceed \$138,160.00. The city is required to have a 25% match for the grant, however, this match can be in-kind and Personnel costs are eligible activities. Personnel costs for our recycling program exceeds \$180,000.00 which more than meets the 25% match requirement.

Financial Analysis: Personnel costs exceed the 25% match requirement for the grant, so there would be no cash match required.

Recommendation: Approval

Attachments: None

Contact Persons:

Name:	Rebecca Hall	Tom Bradley, PE
Title:	Grants Manager	Director
Department:	City Manager	Public Works
Phone:	502/875-8500	502/352-2087
Email:	rhall@frankfort.ky.gov	tbradley@frankfort.ky.gov

- 7.8 To allow the Mayor to sign an Annual Memorandum of Understanding with the Learning for Life, a fire explorer's program and any related documents (Fire Department).

Purpose: To allow the Mayor to sign an Annual Memorandum of Understanding with the Learning for Life, a fire explorer's program and any related documents.

Background: The Exploring Program is part of Learning for Life's education resources program. Learning for Life provides the support service necessary to help the participating organizations succeed in administering an Exploring Program. The program foundation is the same as the current Police Explorers program, except firefighter skills and concepts will be included mentoring program. These services include year-round training techniques and methods for selecting quality leaders, program resources, and primary liability insurance to cover the participating organization, its board, officers, and employees against all personal liability judgements arising from official Exploring Program activities. This Annual Memorandum of Understanding shall remain in effect for one year from this date. Either organization may discontinue the program at any time upon written notice to the other organization.

Financial Analysis: No financial impact

Recommendation: Approval

Attachments:

- Memorandum of Understanding (MOU)

Contact Person:

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

- 7.9 To authorize the sale or surplus of two (2) ambulances and allow the Mayor to sign any related documents (Fire Department).

Purpose: To authorize the Fire Department to sell or surplus two (2) Ford E450 ambulances from their fleet and allow the Mayor to sign any related documents.

Background: Ambulance #1 is a 2003 Wheeled Coach/Ford with 122,757 miles, VIN 1FDXE45P56HA45356. Ambulance #2 is a 2008 Wheeled Coach/International Ford with 93,169 miles, VIN1FDXE45P38DA42935. The ambulances were taken out of service this month. Although older units with more miles remain in the fleet, the motors in these two ambulances are of a poor design and have continuously failed. The decision to surplus was made in cooperation with Fleet Superintendent Mike Chapman.

Financial Analysis: Estimated income from sale of these units will be \$3,500.00 each.

Recommendation: Approval

Attachments: None

Contact Person:

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

- 7.10 To authorize payment to the Property Valuation Administrator (PVA) for 2015-2016 City of Frankfort Property Tax Assessments (Finance).

Purpose: The purpose of this item is to pay the PVA for use of county assessment services for 2015-16 City of Frankfort ad valorem tax purposes.

Background: There is an annual fee as established by KRS 132.285 for the use of county assessment services for determining the 2015 City ad valorem tax values.

Financial Analysis:	<u>2015-2016 Budget</u>	<u>Invoice</u>
	\$40,000	\$40,000

Recommendation: Approval

Attachment:

- Invoice from Patsy Conway, Franklin County PVA

Contact Person:

Name: Steve Dawson
Title: Director
Department: Finance
Phone: 502/875-8500
Email: sdawson@frankfort.ky.gov

- 7.11 To authorize the purchase of a 2016 Ford F550 Super Duty Chassis Cab Dump Truck for the Streets Division of the Public Works Department from Crossroads Ford Lincoln, Inc. and to authorize the Mayor to sign all related documents (Public Works).

Purpose: The purpose of this item is to authorize the purchase of a 2016 Ford F550 Super Duty Chassis Cab Dump Truck for the Streets Division of the Public Works Department from Crossroads Ford Lincoln, Inc. and to authorize the Mayor to sign all related documents

Background: This truck is being purchased to replace the 2000 F550 1 ton dump truck that will be sent to surplus. The older truck has over 100,000 miles and is no longer operating.

Financial Analysis: This proposed truck was not included in the 2015-2016 budget but is proposed for the 2016-2017 budget. In November, Public Works received funds from FEMA in the amount of \$99,748.89 for the March 2015 snow event. Public Works is proposing using this money to buy the truck from this money instead of next year's budget.

The cost of this truck, per the State Master Agreement #MA 758 1100000911-1 is approximately \$73,304. Funds for this purchase are available in the account 100-62-56550.

Recommendation To authorize the purchase of a 2016 Ford F550 Super Duty Chassis Cab Dump Truck for the Streets Division of the Public Works Department from Crossroads Ford Lincoln, Inc. and to authorize the Mayor to sign all related documents

Attachment:

- Crossroads Ford Quote

Contact Person:

Name: Tom Bradley, PE
Title: Director
Department: Public Works
Phone: 502/352-2087
Email: tbradley@frankfort.ky.gov

- 7.12 To approve a contract with Integrated Engineering, PLLC for services to produce a detailed concept plan for possible improvements to the Holmes Street corridor and authorize the Mayor to sign all related documents (Public Works).

Purpose: Approve a contract with Integrated Engineering, PLLC for services to produce a detailed concept plan for possible improvements to the Holmes Street corridor and authorize the Mayor to sign all related documents

Background: Last year the City Commission expressed interest in seeing improvements to the Holmes Street corridor. Staff members met with KYTC and Representative Graham to discuss this project being included in the Six-year plan for upcoming KYTC projects. During that meeting there did not seem to be support for adding the project to the Six-year plan. City Staff then began working with a consulting engineer to try to find an alternative funding source for money to complete some construction plans. These efforts did not produce a source for funds to complete the construction plans.

This proposal is for work to prepare a concept plan of what the improvements to Holmes Street might look like. The concept plan will be useful in future conversations with the public and the KYTC. The idea of this concept plan was given to the City Commission during a presentation at the February City Commission Work Session.

Financial Analysis: The cost of the concept plan is \$27,000. The funds for this project will be paid from 100-61-53210. This item was not included in the 2015-2016 budget. It causes this line item to run over but there should be enough in the overall Public Works budget to cover this item.

Recommendation Approval

Attachments:

- Contract **(To be provided)**

Contact Person:

Name: Tom Bradley
Title: Director
Department: Public Works
Phone: 502/352-2087
Email: tbradley@frankfort.ky.gov

- 7.13 To authorize entering into a contract with Precision Concrete Cutting (PCC) to provide ADA sidewalk repair services for City public sidewalks in an amount not to exceed \$19,900 and authorize the Mayor to sign all documents related to the project (Public Works).

Purpose: To authorize entering into a contract with Precision Concrete Cutting (PCC) to provide ADA sidewalk repair services for City public sidewalks in an amount not to exceed \$19,900 and authorize the Mayor to sign all documents related to the project.

Background: City Sidewalk Policy 2010 requires updated mapping and removal of sidewalk trip hazards. The Americans with Disabilities Act (ADA) of 1990 defines a 'trip hazard' as any vertical change of over 1/4 inch or more at any joint or crack. Public Works' staff can address trip hazards less than 1/2-inch thick through grinding. PCC will provide an updated survey of sidewalk conditions, the removal of trip hazards between 1/2-inch and 2-inches through a patented saw cutting process, and documentation and locations

of completed repairs. Contracting with PCC for repair services provides Public Works with a method to remove taller panel trip hazards without having to remove and replace otherwise sound sidewalk material.

Phase 1 of this project was approved last year and completed about half of the Downtown Frankfort Area. Phase 2 will target remaining sidewalks in while future projects may address South Frankfort and residential neighborhoods. PCC's saw cut repairs could be completed within 10 days, where full sidewalk replacement would take an estimated 2 months. Sidewalk panels that cannot be repaired through this process are identified in the Condition Survey for future in-house or contracted replacement.

Financial Analysis: No Bid was solicited for this project, as Phase 1 will cost less than the \$20,000 threshold. Moreover, due to this product's patented equipment and process, PCC is a Sole Source vendor for their particular type of repair work. Funds for this project are available in the Municipal Aid Account (Account No. 535-00-51100).

Recommendation: Approval

Attachments

- Contract **(To be provided)**

Contact Person:

Name: Tom Bradley, PE
Title: Director
Department: Public Works
Phone: 502/352-2087
Email: tbradley@frankfort.ky.gov

- 7.14 To award a contract for Recycling of Electronic Material (eScrap) to Ross and Ross, LLC and to authorize the Mayor to sign all related documents (Public Works).

Purpose: The purpose of this item is to award a contract for Recycling of Electronic Material (eScrap) to Ross and Ross, LLC and to authorize the Mayor to sign all related documents.

Background: The Solid Waste Division conducts an eScrap drop off collection service at the Rouse Avenue warehouse. The City of Frankfort advertised a Request for Proposals for a company to collect the eScrap material on site. These materials will be recycled for their components and metals. The company chosen will supply the necessary boxes and pallets needed for collection and storage of the material. The City will not have to pay any shipping or processing fees and will not receive any compensation for the material.

There was one company that submitted a proposal.

Financial Analysis: There is not a cost for this service.

Recommendation: Approval

Attachments:

- Contract **(To be provided)**

Contact Person:

Name: Tom Bradley, PE
Title: Director
Department: Public Works
Phone: 502/352-2087
Email: tbradley@frankfort.ky.gov

7.15	<u>Personnel</u>	<u>Employee</u>	<u>Department</u>	<u>Date</u>	<u>Other</u>
	Appointment	Keith Parker	Public Works	3/22/16	Deputy Director Public Works
	Appointment	Kimberly Wainscott	Finance	4/5/16	Accounting Specialist II
	Resignation	Bradly King	Sewer	3/15/16	Sewer Tech II (authorize payment of accrued leave)
	Resignation	Elmer Quijada	Fire	3/18/16	Firefighter II (authorize payment of accrued leave)
	Termination	Tyrell Henderson	Police	3/14/16	Patrol Officer I
	Resignation	Chris Murphy	Solid Waste	3/16/16	Public Works Tech II
	Promotion	Alan Jaques	Fire	3/29/16	Firefighter III/Paramedic to Sergeant
	Promotion	Josh Kyle	Fire	3/29/16	Sergeant to Captain

Attachment:

- Bradly King Resignation Letter
- Elmer Quijada Resignation Letter
- Chris Murphy Resignation Letter

Contact Person:

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

8. BOARD APPOINTMENTS

- 8.1 Forestry Advisory Board (Tree Board)** – Appointment of Martin R. Green, for a term ending 5-8-18 (Replacing John P. Abell).

Attachments:

- Mayor's letter of recommendation
- Martin Green resume

9. OLD BUSINESS

- 9.1** To obtain authorization for the Mayor to execute a contract with Oracle Development Group, and to sign all documents related to the contract (Sewer Department).

Purpose: Oracle Development Group is developing the former Bridgeport Elementary School building and is constructing a pump station and sanitary sewer line from the former school building to connect to the City of Frankfort's sanitary sewer line adjacent to U.S. 60. The sanitary sewer line to be constructed by Oracle is approximately 5000 feet long and will only provide sanitary sewer service to the former school building, and no other connections can be made to the line by Oracle. This contract provides that the sanitary sewer line is to be constructed in accordance with the specifications of the Kentucky Department of Transportation and the Frankfort Sewer Department, and that Oracle is responsible for the continued

operation, maintenance, repair and/or replacement of its sanitary sewer line up to the connection with the City's sanitary sewer line.

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

Recommendation: Approval

Attachments:

- Contract with Oracle

Contact Person:

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

- 9.2 To authorize the Mayor to sign a Memorandum of Agreement, and any other related documents, authorizing the Franklin County Public Library District to use a portion of the City's parking lot behind the Paul Sawyer Public Library as a staging area during the construction of its new addition.

Purpose: To authorize the Mayor to sign a Memorandum of Agreement, and any other related documents, authorizing the Franklin County Public Library District to use a portion of the City's parking lot behind the Paul Sawyer Public Library as a staging area during the construction of its new addition.

Background: The Franklin County Public Library District is building an addition to its current facility located on Wapping Street. During the construction of the addition, it needs additional space adjacent to the library building to store equipment, supplies, etc., and has requested the City to allow it use a portion of the City's parking lot behind the library building for this purpose. The requested portion of the City's parking lot is reflected on Attachment A to the proposed Memorandum of Agreement between the Library District and the City. The Library District would use this space for approximately 12 months, although the Memorandum of Agreement grants it the right to use the space for an additional 6 months if needed. There is no charge to the Library District. The Memorandum of Agreement requires the Library District to restore the City's property to its original condition and to include the City as an additional insured on its insurance policy while using the City's property.

Financial Analysis: No financial impact to the City.

Recommendation: Approval.

Attachment:

- Memorandum of Agreement - MOA (**To be provided**)

Contact Person:

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

- 9.3 To approve the proposed changes to the City Transit Service based on the report by CTAA and to authorize the Mayor to sign any related documents (Public Works).

Purpose: The purpose of this item is to approve the proposed changes to the City Transit Service based on the Report by CTAA and to authorize the Mayor to sign any related documents.

Background: The Community Transportation Association of America (CTAA) conducted a study of the City of Frankfort's Transit service and made five recommendations for improvement. These recommendations included changes to the existing routes to service the citizens with more crossover points and greater coverage, add a new South route that will incorporate the new State Office Building on Sower Boulevard and the new Frankfort Plant Board Facility on Flynn Ave., and make changes to the fare rates. CTAA is recommending a free fare on the Deviated Fixed bus routes. City Transit Staff is also recommending an increase (100%) to the Demand Response fare and the addition of a second bus to operate on Saturdays to meet customer response.

Financial Analysis: The additional South route will require two drivers and additional fuel. The cost after the State's reimbursement will be \$73,592. The cost of the additional Saturday route would be a seasonal driver at \$11,950 (after reimbursement) and fuel at \$ 1560.

In 2015 the Deviated Fixed Route fare collected was \$31,119 and the Demand Response fare collected was \$18,444 for a total of \$49,563. Dropping the Deviated Fixed Route charges and doubling the Demand Response fare would yield a net difference of \$12,675, assuming ridership stays equal.

Recommendation Approval

Contact Person:

Name: Tom Bradley, PE
Title: Director
Department: Public Works
Phone: 502/875.8500
Email: tbradley@frankfort.ky.gov

- 9.4 To approve a "not to exceed" cost share amount for the maintenance repairs to Devil's Hollow Road and to authorize the Mayor to sign any related documents (Public Works).

Purpose: The purpose of this item is to approve a "not to exceed" cost share amount for the maintenance repairs to Devil's Hollow Road and to authorize the Mayor to sign any related documents.

Background: Devil's Hollow Road was damaged last April during a rainfall event. There is an existing City/County agreement for the maintenance of this road. An application is on file with FEMA for reimbursement of the cost of the maintenance repairs however it is unknown at this time as to whether FEMA will approve the application.

If the road is to be reopened there is a need to conduct the necessary work to prevent further damage. The City and County governing bodies have met to discuss various cost sharing options.

Financial Analysis: If FEMA reimburses the cost of this work then the cost sharing options are a moot point. However, if FEMA does not approve the application cost shared amounts will vary based upon the methodology of the work to be completed and the amount of cost sharing that is agreed upon.

Recommendation: Approval

Contact Person:

Name: Tom Bradley, PE
Title: Director
Department: Public Works
Phone: 502/875.8500
Email: tbradley@frankfort.ky.gov

9.5 To discuss and consider the approval of the Board of Commissioners Action Items/Goals for 2016.

Purpose: At the beginning of each year the Board of Commissioners sets Action Items/Goals for the upcoming year. Each commissioner submits items of concern/interest. The Action Items/Goals are ranked from 1 to 3 by each member of the Board based on the importance of the item. The final list is then tabulated and finalized by the board.

Financial Analysis: There is no fiscal impact on the City.

Recommendation: Approval

Attachments:

- Action Items/Goals

Contact Person:

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

10. NEW BUSINESS

11. CLOSED SESSION PER KRS 61.810 (1)(c) LITIGATION (6:00 p.m.)

12. ADJOURNMENT