

REVISED 10-26-15

AGENDA

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

**OCTOBER 26, 2015
5:00 P.M. (EDT)**

1. INVOCATION

Rev. Derek Catron, Cornerstone Nazarene Church

PLEDGE OF ALLEGIANCE

ROLL CALL

MINUTES

September 14, 2015 Work Session;
September 28, 2015 Regular Meeting

2. CEREMONIAL ITEMS

3. CITIZEN COMMENTS

4. ORDINANCES

4.1 SECOND READING: To amend Sections Section 111.40 of the City of Frankfort Code of Ordinances and to amend Section 115.09.

Purpose: To amend Section 111.40 of the City of Frankfort Code of Ordinances to add additional types of alcoholic beverage licenses consistent with state law, to add fees consistent with state law, and to amend Section 115.09 to delete the provision prohibiting entities granted a license to sell distilled spirits, beer or malt beverages and wine at retail by the drink from selling such products at any time during which the polls are open for any regular, primary, school or special election.

Background: KRS 243.070 was amended to simplify the process of obtaining licenses to engage in the sale of alcoholic beverages. The amendments to KRS 243.070 revised the names of the types of licenses to be obtained by individuals or entities engaging in the sale of alcoholic beverages. The city is amending Section 111.40 to add the following types of licenses set forth in the Kentucky Revised Statutes with the reflected fees and to add fees consistent with state law: Special Sunday Retail Drink license (wine and distilled spirits only): \$300, Distiller's license: \$250, Rectifier's license: \$1,500, Brewers' license: \$250, Microbrewery license: \$250, Brew-On-Premises license: \$50, and Bottle House/Bottle House Storage license: \$500. Section 115.09 is also being amended to delete the provision prohibiting the sale of alcoholic beverages by properly licensed entities while the polls are open for any regular, primary, school or special election.

Financial Analysis: There should be a minimal positive financial impact on the City of Frankfort.

This Ordinance had its first reading on September 28, 2015.

Recommendation: Approval

Attachments:

- Ordinance

Contact Person:

Name: Steve Dawson
Title: City Finance Director
Department: Finance Department
Phone: 502/352-2083
Email: SDawson@Frankfort.ky.gov

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

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

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

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

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

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

Recommendation: Approval

Attachment:

- Ordinance

Contact Person:

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

5. ORDERS

5.1 Approval of an Order adopting the City of Frankfort, Kentucky IT Policy and Procedures Manual and to allow the Mayor to sign any related documents.

Purpose: To pass an Order adopting the City of Frankfort, Kentucky IT Policy and Procedures Manual.

Background: The City of Frankfort's IT Department has developed the attached IT Policy and Procedures Manual setting forth the mission and goals of the IT Department, and which addresses the use of information and information technology products, including the following: Acceptable Use, Clean Desk Policy, Email Usage Policy, Internet Usage Policy, Password Construction Guidelines, Password Protection Policy, Removable Media Policy, Technology Equipment Disposal Policy, and Backup Recovery Policy. The IT Policy and Procedures Manual is for the protection of the City of Frankfort, its employees, contractors and the City and to prevent illegal and/or damaging actions by individuals or entities, either taken knowingly or unknowingly. The policy and procedures apply to all employees of the City of Frankfort, and to its contractors, consultants, temporaries, and other individuals employed by them.

Financial Analysis: The adoption of the IT Policy and Procedures Manual will not have a financial impact to the City.

Recommendation: Approval

Attachment:

- Order
- IT Policy and Procedures Manual

Contact Person:

Name: Bobby Ripy
Title: IT Manager
Phone: 352-2267
Department: IT Department
Email: bripy@frankfort.ky.gov

6. RESOLUTIONS

- 6.1** Approval to adopt a Resolution naming the “Capital City March” as the official march of the City of Frankfort and to allow the Mayor to sign all related documents.

Purpose: To pass a Resolution naming the “Capital City March” as the official march of the City of Frankfort.

Background: The Capital City Community Band was formed to provide the Frankfort community with an outlet to continue their music education through their lives. The “Capital City March” was written by Cecil Karrick for Thomas W. Brawner, III, and has become a staple in the band music repertoire, having been played by wind bands across the world. This song has been recognized as the official march of the Capital City Community Band over the band’s approximately thirty year existence. This Resolution names the Capital City March as the official march of the City of Frankfort.

Financial Analysis: The passage of this Resolution will not have a financial impact to the City.

Recommendation: That the Resolution be adopted.

Attachment:

- Resolution

Contact Person:

Name: Rob Moore
Title: City Solicitor
Phone: 502/227-2271
Email: rmoore@hazelcox.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 authorize an Annual Contract with Enviro Tech Chemical Services, Inc. to provide Peracetic Acid (PAA) for disinfection of effluent at the Wastewater Treatment Plant (WWTP) and authorize the Mayor to sign all documents associated with the contract (Sewer Department).

Purpose: Authorize an Annual Contract with Enviro Tech Chemical Services, Inc. to provide Peracetic Acid (PAA) for disinfection of effluent at the Wastewater Treatment Plant (WWTP) and authorize the Mayor to sign all documents associated with the contract.

Background: During switch out of the ozone system, the Sewer Department used Peracetic Acid (PAA) as a temporary disinfectant. The Department's Kentucky Pollution Discharge Elimination System (KPDES) Permit requires that the effluent discharged by the WWTP not exceed a monthly average for E Coli of 130 colonies per 100 milliliter and the weekly average cannot exceed 240 colonies per 100 milliliter. The Department uses ozone to meet these limits but currently the ozone system is operating at a reduced capacity due to equipment limitations.

The Sewer Department opened bids on October 15 for PAA to be used for disinfection of effluent from the wastewater treatment plant and Enviro Tech Chemical Services, Inc. was the lowest bidder for PAA. Due to ongoing issues with the ozone generating system and the need to increase dosage during rain events, the Department's use of PAA has increased substantially in order to meet our permit limits for E Coli. Note that during the time we use PAA there will be significantly less liquid oxygen due to the limited ability of the generators, which will offset the increased cost of the PAA. Failure to purchase the PAA will result in permit violations during rain events.

Since PAA is available in different strengths ranging from 12% to 18%, the Sewer Department reduced all bids to cost per dry pound of PAA to ensure all vendors were evaluated equally. The price for PAA from Enviro Tech Chemical Services, Inc. is \$4.32 per dry pound of product, this equates to \$6.16 per gallon of 15% solution. Currently the Sewer Department is paying \$5.39 per gallon of 12% solution, which equates to \$4.86 per dry pound of product. The bids for all vendors are as follows:

Enviro Tech Chemical Services, Inc.	\$4.32 per dry pound
PeroxyChem	\$4.64 per dry pound
Solvay Chemicals, Inc. (Current Vendor)	\$4.86 per dry pound
Solvay Chemicals, Inc. (Bid Price)	\$5.65 per dry pound
Source Technologies, LLC	\$9.96 per dry pound

The contract is for a period of one year with the option to extend the contract for 4 one-year periods subject to mutual agreement between both parties. It is estimated that the Sewer Department could use up to 25,000 gallons of PAA during the coming year for a total cost of \$154,000 at \$6.16 per gallon; however, the amount of PAA used is directly dependent upon the amount of wastewater treated at the plant. As we continue to remove Inflow & Infiltration from the collection system our use of PAA should decline as flows to the plant decline. Additionally, an extremely wet year or extremely dry year will also significantly impact the amount of PAA used.

Financial Analysis: The Annual Contract, in the amount of \$154,000, will cover the Department's need through the fiscal year 2015-16. Funding is available in account no. 300-68-54335. This account has \$650,000 budgeted and as of September 30 the account has \$297,645 expensed and encumbered.

Recommendation: Approval

Attachments:

- Bid Tab
- Contract Agreement

Contact Person:

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

7.2 Consider award of a contract with Bottoms Engineering & Services, Inc., for safety upgrades at the wastewater treatment plant and to authorize Mayor to sign all documents related to project (Sewer Department).

Purpose: To consider award of a contract with Bottoms Engineering & Services, Inc., for safety upgrades at the wastewater treatment plant and to authorize Mayor to sign all documents related to project.

Background: In February 2014 the Sewer Department contracted with a safety consultant to perform a safety audit at the wastewater treatment plant. Most of the items found during the audit have been addressed; however, the consultant found several areas in the plant where adequate fall protection was lacking. The Sewer Department contracted with Qk4 and they have evaluated the results of the safety audit and prepared appropriate plans and specifications for bidding to have appropriate railing installed in the appropriate locations. Project includes replacing damaged safety railing and installing safety railing where none currently exists.

Bids were opened on October 6 and a total of 3 bids were received. Bottoms Engineering & Services, Inc., was the lowest bidder with a base bid of \$42,105.00. The Sewer Department has decided that due to cost, the alternate bid will not be executed as part of this contract. The base bid addresses the areas required to comply with OSHA requirements.

The other bidders, and their base bid, on the project were:

Meyer Midwest	\$47,847.70
Herrick Company	\$68,750.00

Meyer Midwest has been certified by the Finance Department as a local business and therefore their base bid has been adjusted by 5% from \$50,366.00 to \$47,847.70 for evaluation purposes.

The Sewer Department recommends awarding a contract to the lowest qualified bidder, Bottoms Engineering & Services Inc., in the amount of \$46,315.50, which includes a base bid of \$42,105.00 with a 10% contingency.

Financial Analysis: Funding for this project is available in Account No. 300-68-54390. This account has \$14,797,500 budgeted and as of August 31, \$2,767,417 has been expensed and encumbered.

Recommendation: Approval

Attachments:

- Bid Tab
- Engineers Recommendation Letter

Contact Person:

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

- 7.3 To award a contract to Hach Company for Real-Time Phosphorus Control at the Wastewater Treatment Plant (WWTP) and authorize the Mayor to sign all documents associated with the purchase (Sewer Department).

Purpose: Authorization to award a contract to Hach Company for Real-Time Phosphorus Control at the Wastewater Treatment Plant (WWTP) and authorize the Mayor to sign all documents associated with the purchase.

Background: The Sewer Department's Kentucky Pollutant Discharge Elimination System (KPDES) Permit has a seasonal limit on phosphorus in our effluent based upon the flow of the Kentucky River. The Sewer

Department utilizes the USGS gauging station located just upstream of Lock 4 to monitor river flow. Between November 1 and April 30, the KPDES Permit does not require the Sewer Department to monitor for phosphorus; however, between May 1 and October 31, total phosphorus in the effluent is limited to the following:

River Flow	Maximum Discharge
Kentucky River > 800 cfs	Phosphorus must be reported
Kentucky River between 470 and 800 cfs	2.0 mg/liter monthly average
	3.0 mg/liter weekly average
Kentucky River < 470 cfs	1.0 mg/liter monthly average
	1.5 mg/liter weekly average

The Sewer Department currently manually feeds Aluminum Sulfate to bind with the phosphorus in the effluent and cause it to settle out in the clarifiers. The phosphorus is then wasted with the Department's biosolids. The Department has evaluated the feasibility of modifying the plant for biological removal rather than chemical removal but currently the cost is prohibitive.

The installation of Real-Time Phosphorus Control will allow the Sewer Department to continuously monitor phosphorus levels in the effluent, and, by using a controllable pump the feed rate will match the flow rate thereby reducing aluminum sulfate costs. This system is estimated to pay for itself in 3 to 5 years.

The Sewer Department advertised for a Real-Time Phosphorus Control System on September 13 and opened bids on October 6 and only one bid was received, from Hach Company in the amount of \$47,801.00.

Financial Analysis: Funding for this project is available in Account No. 300-68-54390. This account has \$14,797,500 budgeted and as of August 31, \$2,767,417 has been expensed and encumbered.

Recommendation: Approval

Attachments:

- Contract Agreement

Contact Person:

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

- 7.4 Consider award of Engineering Services Agreement to Strand Associates to evaluate the feasibility of the Sewer Department accepting waste from Buffalo Trace Distillery without pretreatment and preparing a report of findings and authorize the Mayor to sign all documents related to the project (Sewer Department).

Purpose: To consider awarding an Engineering Services Agreement to Strand Associates to evaluate the feasibility of the Sewer Department accepting waste from Buffalo Trace Distillery without pretreatment and preparing a report of findings and authorize the Mayor to sign all documents related to the project.

Background: Several Months ago representatives from Buffalo Trace approached the Sewer Department to discuss the feasibility of sending their waste stream directly to the wastewater treatment plant without pretreatment. Representatives from the Sewer Department met several times with representatives from the Distillery to discuss the concept. The issue has been discussed in depth internally and plant operations concurs that direct control over the Buffalo Trace waste stream is preferable thereby allowing the Sewer Department to minimize the impact of the waste on the treatment plant performance.

In July the Sewer Department contacted all the firms that the Department has prequalified and determined that 8 firms have relevant experience working with Distilleries. A Request for Qualifications/Request for Proposals was sent to the 8 firms and 4 responses were received. The qualifications of the 4 firms were evaluated and Strand Associates was the top ranked firm. Following the review of the qualifications, which a Buffalo Trace representative participated in, the proposals of the 4 firms were opened and Strand had submitted the lowest bid.

The 4 firms, as ranked after review of their qualifications submittal, with their price proposal, are as follows:

1-Strand Associates	\$30,650.00
2-HDR Engineers	\$46,627.06
3-GRW Engineers	\$46,500.00
4-Hazen & Sawyer	\$42,200.00

Following a meeting with Strand Associates, Strand submitted a revised proposal, based on clarification of scope of services, of \$35,850.00. Following discussion with Buffalo Trace representatives, Buffalo Trace has agreed to fund 100 percent of this project.

Financial Analysis: Funds are available in account 200-68-53265. This account has \$100,000 budgeted and as of September 30, \$4,205 has been expensed and encumbered. Additionally, Buffalo Trace will reimburse the Sewer Department for the entire cost of the study.

Recommendation: Approval

Attachments:

- Engineering Services Agreement (Draft)
- Reimbursement Agreement with Buffalo Trace

Contact Person:

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

7.5 Authorizing the filing of an application for 2015 Kentucky League of Cities Safety and Liability Grant funds and designating the Mayor to execute all grant documents pertaining to this application

Purpose: To authorize the filing of an application for 2015 Kentucky League of Cities Safety and Liability Grant funds and to authorize the Mayor to execute all grant documents pertaining to this application.

Background: The Kentucky League of Cities currently has grant funds available to cities to utilize to address Safety and Liability issues. Since the City of Frankfort has only liability insurance through the League of Cities, we can only apply for items that address safety of the public or liability issues. The grant requires a 50/50 match and the city can be reimbursed for up to \$3,000.00. This year the grant can only be utilized for specific items such as sidewalk repair, replacement of playground equipment/rubber surface, vehicle back-up cameras and sewer backup equipment purchased from July 1, 2015 through November 13, 2015. The grant has rotated to different departments over the years. We will determine which expenditures meet the requirements.

Financial Analysis: The grant does require a 50/50 match and equipment was already planned for in the budget. This grant will help recoup up to \$3,000.00 for those expenses.

Recommendation: Approval

Attachment: None

Contact:

Name: Rebecca Hall
Title: Community Relations/Grants Manager
Department: City Manager
Phone: 502/875-8500
E-Mail: Rhall@Frankfort.ky.gov

- 7.6** Consider award to GeoConex Corporation for the replacement of the E-911 Computer Aided Dispatch System (CAD) and for the Mayor to sign all related documents (E-911).

Purpose: To authorize the replacement of the current computer aided dispatch system utilizing a grant awarded by the Kentucky CMRS Board to the GeoConex Corporation.

Background: Frankfort E-911 has had its current CAD system since 2000. Since that time numerous technological advances have occurred including an upcoming FCC mandate to be Next Generation 9-1-1 compliant. Each of these updates and advances have made the current system obsolete. In 2014 Frankfort E-911 received a grant from the Kentucky CMRS Board for the implementation of a new CAD system. The award amount was for \$172,738.81. The total cost for a new system including 5 full years of 24/7 support is \$530,257.93. With the grant applied the amount to be funded through a municipal lease is \$357,519.12.

Financial Analysis: Annual lease for 5 years to include all service and maintenance for the 5 year period. Funding will come from E-911 Fund.

Recommendation: Approval

Attachments:

- Quote
- Sample lease terms

Contact Person (s):

Name:	Jeff Abrams	Deron Rambo
Title:	Chief of Police	E-911 Director
Department:	Police	E-911
Phone:	502/875-8525	502/352-2064
E-mail:	jabrams@frankfort.ky.gov	drambo@frankfort.ky.gov

- 7.7** Consider award of a contract to Windmill Enterprises, LLC for the mining of spent lead and copper from the impact berm on the City of Frankfort's firing range and to authorize the Mayor to sign all related documents (Police).

Purpose: To consider award of a contract to Windmill Enterprises, LLC for the mining of spent lead and copper from the impact berm on the City of Frankfort's firing range and to authorize the Mayor to sign all related documents.

Background: The City of Frankfort has maintained a functional firing range since 1980. Over the years, numerous agencies have benefited from the firing range. Due to the length of time and the number of shooters, a great deal of spent lead and copper has built up in the berm/backstop. When the amount of lead and copper becomes excessive, there are safety concerns related to "blow-back" as the metallic projectiles ricochet off one another. There are also environmental concerns. The contractor will remove all excess lead and copper and return the berm to condition that is as good or better than its current state.

Finance posted bid invitations and only received one bidder. It is recommended that this contract be entered with Windmill Enterprises, LLC.

Financial Analysis: This project will yield revenue to the City of Frankfort. The bid specifies that the contractor guarantees no less than \$5,000.00. However, depending on the amount of reclaimed lead/copper, and the market price at the time of reclamations, this amount could be substantially higher.

Recommendation: Approval

Attachments:

- Bid proposal from Windmill Enterprises, LLC

Contact Person:

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

7.8 REMOVED

7.9 To authorize a bid award for a one-year supply contract for road salt to Morton Salt and authorize the Mayor to sign all related documents (Public Works).

Purpose: Consider a bid award for a one-year supply contract for road salt to Morton Salt and authorize the Mayor to sign all related documents.

Background: On October 8, 2015 the City of Frankfort received 3 bids for a one-year unit price contract for road salt as shown on the attached Bid Tabulation. The bids ranged from a high of \$83.50/ton by Cargill Inc. to the low of \$74.20/ton submitted by Morton Salt.

Financial Analysis: Funds are available in the Street Department Budget Account No. 100-62-54335 for the purchase of road salt.

Recommendation: Approval of a bid award for a one-year supply contract for road salt to Morton Salt, and authorize the Mayor to sign all related documents

Attachment:

- Bid Tabulation
- Contract Agreement

Contact Person:

Name: Tom Bradley, PE
Title: Director
Department: Public Works
Phone: 502/875-8500
E-mail: tbradley@frankfort.ky.gov

7.10 To authorize a contract award to ADE Contracting to construct approximately 2300 linear feet of sidewalk replacement along select streets in the Imperial Mobile Home Park (i.e., Commodore Drive, Imperial Drive, and Ensign Drive) and authorize the Mayor to sign all documents related to the project (Public Works).

Purpose: To authorize a contract award to ADE Contracting to construct approximately 2300 linear feet of sidewalk replacement along select streets in the Imperial Mobile Home Park (i.e., Commodore Drive, Imperial Drive, and Ensign Drive) and authorize the Mayor to sign all documents related to the project.

Background: Select streets in the Imperial Mobile Home Park are in need of resurfacing. When streets are resurfaced then the existing sidewalks are required to be brought up to ADA standards.

The estimated quantities for this project were applied to the 2015 Unit Price Concrete Projects Annual Contract to determine the lowest bidder. The two bidders were ADE Contracting with a total project price of \$77,555 and Karsner Construction with a total project price of \$78,740.

Financial Analysis: Funds for this project are available in the Municipal Aid Account No. 535-00-51100 and included in the FY2015-2016 Budget.

Recommendation: Approval of the Contract for the construction of the Imperial Mobile Home Park Sidewalk Improvements in the amount of \$89,188.25 (including a 15% contingency) and authorize the Mayor to sign all related documents.

Attachments:

- Letter of Recommendation from consulting engineer
- Contract

Contact Person:

Name: Tom Bradley, PE
Title: Director
Department: Public Works
Phone: 502/875-8500
Email: tbradley@frankfort.ky.gov

- 7.11 To authorize the purchase of three vehicles for the Transit Division. The vehicles, one Dodge Low Floor Mini Van from American Bus Sales and two Starcraft Cut-a-way Chassis from Central States Bus Sales, will be purchased via the KPTA Bid #6 and reimbursed by the Transit 5339 Capital Expenditure grant and to authorize the Mayor to sign all related documents (Public Works).

Background: The Kentucky Department of Transportation Office of Transportation Delivery has approved the purchase of three vehicles for Frankfort Transit. As discussed in previous months Frankfort Transit is transitioning the Demand Response buses to smaller, more fuel efficient vehicles. The vehicles approved for purchase are a Dodge Low Floor Mini Van (with seating for four ambulatory passengers and one wheelchair securement position) and two 8X2 cut-a-way chassis Starcraft Buses (with seating for eight ambulatory passengers and two wheelchair securement positions). These smaller vehicles improve fuel efficiency and also do not require drivers to have a CDL license. These vehicles are going to replace a 2008 Chevrolet Uplander with 70,506 miles and a Ford E350 with 153,250 miles. These vehicles are going to be sent to surplus. There is a third bus (Ford E450 16+2 with 139,875 miles) that is down for engine repairs that will either be sent to surplus or repaired and used for the potential fourth deviated fixed route.

Financial Analysis: The two 8x2 Cut-a-way chassis Starcraft Buses from Central States Bus Sales for \$42,703 each based on the KPTA Bid #6 and the Dodge Low Floor Mini Van from American Bus Sales and Accessories for \$34,913 based on KPTA Bid #6.

Funds are available in the Transportation Improvement Account No. 535-00-5110 which will be repaid with funds from the Transit 5339 Capital Expenditures grant.

Recommendation: Authorize the purchase of three vehicles for the Transit Division. The vehicles, one Dodge Low Floor Mini Van from American Bus Sales and two Starcraft Cut-a-way Chassis from Central States Bus Sales, will be purchased via the KPTA Bid #6 and reimbursed by the Transit 5339 Capital Expenditure grant and to authorize the Mayor to sign all related documents

Attachments: None

Contact Person:

Name: Tom Bradley, PE
Title: Director
Department: Public Works
Phone: 502.875.8500
Email: tbradley@frankfort.ky.gov

- 7.12 To approve Change Order #1 to Meyer Midwest for the Transit Wash Bay Contract and to authorize the Mayor to sign all related documents.

Background: Meyer Midwest is the contractor building the new Transit Bus Wash Bay. Public Works staff requested that the Contractor present a price for installing T5 High output lighting in the office and storage area of the building instead of the T8 lamps as shown in the contract plans. The T5 HO lamps are more energy efficient. The change order is for \$2,245.76 which will be added to the Contract Price. There is no change in the Contract time.

Financial Analysis: Funds for this change order amount are available in the Public Works Building Materials Account No. 100-64-54325.

Recommendation: Approval

Attachments:

- Change Order #1

Contact Person:

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

- 7.13 Authorization for the Mayor to execute a Financial Advisor Agreement between Raymond James & Associates and the City of Frankfort (City Manager) and all related documents (Finance).

Purpose: To authorize the Mayor to execute a Financial Advisor Agreement with Raymond James & Associates, and all related documents.

Background: The City of Frankfort utilizes a Financial Advisor to monitor and evaluate cash flow needs and assist in financing future Sewer Capital Projects to comply with the State consent judgement. The City Finance Department recommends that the City continue its relationship with Raymond James because of the excellent service it has provided to the City of Frankfort in the past.

Financial Analysis: There is no projected cost for Raymond James & Associates to update the City's financial analysis and cash flow projections.

Recommendation: Approval

Attachments:

- Financial Advisor Agreement

Contact Person:

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

7.14 To authorize the Mayor to sign a Subordination Agreement with MSDG Frankfort, LLC and all related documents.

Purpose: To authorize the Mayor to sign a Subordination Agreement with MSDG Frankfort, LLC, with respect to the City's first right of refusal to repurchase Lot 5B of the City of Frankfort Research and Office Park.

Background: The City sold Lot 5B of the City of Frankfort Research and Office Park Development to MSDG, LLC in 2002. The Frankfort Research and Office Park Development Standards & Requirements provides that the City has the first right of refusal to repurchase the lot in the event that the lot is resold by MSDG, LLC. The City has been requested to subordinate this first right of refusal to Goldman Sachs Mortgage Company ("Goldman Sachs"), as MSDG, LLC is participating in a refinancing with Goldman Sachs. The subordination agreement would be in effect while the loan and security provided by Goldman Sachs remains in effect.

Financial Analysis: There should be no cost to the City as a result of the execution of the Subordination Agreement.

Recommendation: Approval

Attachments:

- Subordination Agreement

Contact Person:

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

7.15 To authorize the Mayor to sign an agreement between Infinisource and the City of Frankfort and for the Mayor to sign all related documents (Human Resources).

Purpose: To authorize the Mayor to sign an agreement with Infinisource to provide third party administration relating to COBRA compliance for the city's health, vision, dental, and FSA/HRA benefit programs.

Background: The City is required by the Consolidated Omnibus Budget Reconciliation Act (COBRA) to provide specific notifications to full-time employees regarding their coverage continuation rights at the commencement of benefit coverage and when they terminate their employment. HealthSmart currently provides COBRA services but the City's contract with HealthSmart will end 12/31/15. Five bids were obtained with Infinisource offering the best pricing. If approved, Infinisource will assume responsibility for COBRA notifications effective 1/1/16.

Recommendation: Approval

Financial Impact: \$1,914.00

Attachment:

- Infinisource COBRA Service Agreement

Contact Person

Name: Kathy Fields
Title: HR Director
Department: City Manager/Human Resources

Phone: 502/875-8500
Email: kfields@frankfort.ky.gov

7.16 To authorize the Mayor to sign a Trust Participation Agreement and all related insurance renewal documents between Kentucky League of Cities and the City of Frankfort regarding liability and property insurance and for the Mayor to sign all related documents (Human Resources).

Purpose: To approve the Trust Participation Agreement for the Kentucky League of Cities (“KLC”) Insurance Services General Insurance Trust.

Background: The City currently obtains its liability and property insurance through the KLC’s self-insured retention group. This Trust Participation Agreement is required to be signed by any participant in KLC’s insurance plan. It provides that the KLC has the right to assess additional payment of premium from the City in the event necessary or the distribution of surplus assets back to the participants in the event of positive claims experience. KLC has obtained re-insurance to avoid having to make assessments.

Related to the City of Frankfort’s liability and property insurance, the premiums for the coming year will be \$687,360, which is approximately a \$700 increase from actual costs the previous year. This low increase is particularly favorable since coverage was included for the Aquatic Center and the Wet Weather Basin. Chenault and Hoge recommend continuing with our existing carrier, KLC.

Recommendation: Approval. The Trust Agreement is required to participate in KLC’s insurance plan.

Financial Impact: None for the Trust Agreement; less than 1% increase for the annual liability and property insurance; \$687,360/year

Attachment:

- Trust Participation Agreement for the Kentucky League of Cities Insurance Services General Insurance Trust

Contact Person

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

7.17 To authorize the Mayor to sign all related documents between One America and the City of Frankfort for group life insurance and disability insurance (Human Resources).

Purpose: To approve an Agreement for Group Insurance with One America.

Background: The City provides paid life insurance (\$25,000) and accidental death and dismemberment insurance (\$50,000) for full-time employees. The current insurance carrier is Standard Life Insurance. Following a three year price lock, Standard offered an 80% renewal increase. In response, additional quotes were sought with OneAmerica offering no price increase to active employees and a \$13,300/year increase for the grandfathered retiree life insurance for a 55% increase overall. The OneAmerica rates are locked for three years. OneAmerica will also offer voluntary life insurance, short term disability, and term disability insurance.

Recommendation: Approval.

Financial Impact: \$41,000/year based on current number of covered lives

Attachment:

- Agreement for Group Insurance

Contact Person

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

7.18 To authorize the Mayor to sign all related documents between Cooper Wellness Strategies and the City of Frankfort (Human Resources).

Purpose: To approve Business Associate and Services Agreements with Cooper Wellness Strategies.

Background: Cooper Wellness Strategies will be responsible for the implementation, tracking, and confidential recordkeeping related to employee wellness initiatives. In 2016, the wellness initiatives are tobacco cessation and completion of a physical examination with biometrics. USI recommended use of Cooper Wellness based on affordability and knowledge of high customer satisfaction.

Recommendation: Approval.

Financial Impact: \$2,900/year based on current number of covered lives

Attachment:

- Business Associate Agreement
- Services Agreement

Contact Person

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

7.19	Personnel	Employee	Department	Date	Other
	Appointment	Nick Erskine	Police/E911	10/13/15	Telecommunicator I
	Appointment	Randy Easton	Sewer	10/6/15	Maintenance Tech I
	Appointment	Michael Hogan	PW/Solid Waste	10/27/15	PW Tech I
	Resignation	Shayla Black	Fire	9/29/15	Firefighter I (authorize payment of accrued leave)
	Resignation	Timothy Johnson	Police/E911	10/15/15	Telecommunicator II (authorize payment of accrued leave)

Attachments:

- Timothy Johnson Resignation Letter

Contact Person:

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

8. BOARD APPOINTMENTS – NONE

9. OLD BUSINESS – NONE

10. NEW BUSINESS

- 10.1** Authorization for the Mayor to sign a Memorandum of Understanding with the Commonwealth of Kentucky concerning the installation/attachment of wi-fi equipment on light poles and other facilities owned by the City in downtown Frankfort (City Manager).

Purpose: To authorize the Mayor to sign a Memorandum of Understanding with the Commonwealth of Kentucky concerning the installation/attachment of wi-fi equipment on light poles and other facilities owned by the City in downtown Frankfort in an area generally bounded by Mero Street, Wilkinson Blvd., High Street and Wapping Street in order to encourage economic development in this area, and all other related documents.

Background: Representatives of the Commonwealth contacted the City concerning a project to install wi-fi equipment on light poles and other facilities owned by the City in downtown Frankfort in an area generally bounded by Mero Street, Wilkinson Blvd., High Street and Wapping Street in order to encourage economic development in this area. The Commonwealth will provide the wi-fi equipment, including the equipment supplying the internet feed and/or negotiate an agreement with the Electric and Water Plant Board of the City of Frankfort in order to obtain said equipment. In return, the City will allow the Commonwealth to install the wi-fi equipment on light poles and other facilities owned by the City, in the above-described area, in order to encourage economic development in this area. There will be no charge for the use of the wi-fi equipment.

The term of the Memorandum of Understanding is one (1) year, with two (2) renewal terms of one (1) year. However, the Memorandum of Understanding is subject to termination upon thirty (30) days written notice by either party.

Financial Analysis: There will be no cost to the City to implement this Memorandum of Understanding.

Recommendation: That the Mayor be given the authority to sign the Memorandum of Understanding and all related documents.

Attachment:

- Memorandum of Understanding (MOU)

Contact Person(s)

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

- 10.2** Authorization to approve installation of a backflow valve preventer at 300 East Third, reimburse the property owner for the cost installation and for the Mayor to sign all documents related to the project (Sewer Department).

Purpose: The purpose of this item is to consider approval for installation of a backflow valve preventer at 300 East Third, and reimburse the property owner for the cost of installation, to prevent sewer backups from entering into the residence and for the Mayor to sign all documents related to the project.

Background: The Sewer Department has a backflow valve installation program, which allows homeowners with a history of basement backup sewer overflows to request a reimbursement for installation of a backflow valve. Backflow valve preventers stop sewer from flowing back into a property during wet weather events, eliminating the possibility of a basement backup sanitary sewer overflow. The resident at 300 East Third has documented sewer overflows into the residence during wet weather events. This property is located in the combined sewer area of South Frankfort. The backflow valve will be documented on the deed for the property.

Three quotes from plumbers have been received as shown below:

Roto-Rooter	2,012.00
Whitehead Hancock	3,900.00
Dauenhauer Plumbing	4,389.00

The Sewer Department will reimburse the homeowner for the lowest of the three quotes, \$2,012.00.

Financial Analysis: Funds are available in account 400-68-53295. The budget for this account is \$250,000 and as of September 30 this account had \$2,071 expensed and encumbered.

Recommendation: Approval

Attachments:

- Backflow Valve Agreement
- Plumbing Quotes

Contact Person:

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

- 10.3 FRANKFORT FIRE DEPARTMENT** - Permission to make 7 conditional offers of employment for the position of Firefighter I. The request to make this conditional offer of employment is contingent upon successful completion of background, medical, psychological, polygraph, and drug screen examinations by the candidate. This will take the department to 80 sworn Firefighters.

Contact Person:

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

- 11. ADJOURNMENT**