

City of Henderson, Kentucky
Board of Commissioners Meeting
Tuesday, May 24, 2016

Municipal Center
Third Floor Assembly Room
222 First Street
5:30 P.M.

AGENDA

1. Invocation: Reverend Larry Butler, Victory Baptist Church
2. Roll Call:
3. Recognition of Visitors:
4. Appearance of Citizens:
5. Proclamations:
6. Presentations:
7. Public Hearings:
8. Consent Agenda:

Minutes: May 10, 2016 Regular Meeting
May 18, 2016 Called Work Session

Resolutions: Resolution Accepting Grant through the EMPO for the TAP for Funds to be used for the North Green River Road Sidewalk Extension Project
Resolution Authorizing the Submittal of a Grant Application for Public Transit Assistance

9. Ordinances & Resolutions:

Second Readings:

First Readings: Ordinance Amending Employee Manual Regarding Henderson Water Utility (HWU) Chief Financial Officer Position

Ordinance Amending Article II (Water and Sewer Service) of Chapter 23 (Utilities), Section 23-43 of the Code of Ordinances

Please mute or turn off all cell phones for the duration of this meeting.

Ordinance Adopting the Fiscal 2017 Budget and Appropriation for Henderson Water Utility

Ordinance Adopting the Fiscal 2017 Budget and Appropriation for the City of Henderson

Resolutions:

Resolution Approving Amended and Restated Interlocal Cooperation Agreement Between the City of Henderson, Henderson County, Webster County, and Union County Which Establishes a Solid Waste Recycling Alliance with Tri-County Recycling Alliance, Inc. as the Administering Agency

10. Municipal Orders:

11. Bids & Contracts:

Municipal Order Awarding Contract for Demolition and Removal of Structures from Five Properties for the Codes Department to Hazex Construction Company, Inc. of Henderson, KY

Municipal Order Awarding Bid for Design and Construction of Drive-Through Canopy for the Henderson Municipal Center to Q & S Contracting, Inc. of Sebree, KY

Municipal Order Awarding Bid for Road Salt for the Public Works Department to Compass Minerals America, Inc. of Overland Park, KS

12. Unfinished Business:

13. City Manager's Report:

14. Commissioner's Reports:

15. Appointments:

16. Executive Session:

17. Miscellaneous:

18. Adjournment

Please mute or turn off all cell phones for the duration of this meeting.

**City Commission Memorandum
16-104**

May 20, 2016

TO: Mayor Steve Austin and the Board of Commissioners
FROM: Russell R. Sights, City Manager 
SUBJECT: Consent Agenda

The Consent Agenda for the meeting of May 24, 2016, contains the following:

Minutes: May 10, 2016 Regular Meeting
May 18, 2016 Called Work Session

Resolutions: Resolution Accepting Grant through the EMPO for the TAP for Funds to be used for the North Green River Road Sidewalk Extension Project
Resolution Authorizing the Submittal of a Grant Application for Public Transit Assistance

CITY OF HENDERSON – RECORD BOOK

Record of Minutes of A Regular Meeting on May 10, 2016

A regular meeting of the Board of Commissioners of the City of Henderson, Kentucky, was held on Tuesday, May 10, 2016, at 5:30 p.m., prevailing time, in the third floor Assembly Room located in the Municipal Center Building at 222 First Street, Henderson, Kentucky.

INVOCATION was given by Reverend Matt McCraw, Outreach Mission, First Baptist Church, followed by recitation of the Pledge of Allegiance to our American Flag.

There were present Mayor Steve Austin presiding:

PRESENT:

Commissioner Jan Hite
Commissioner Robert M. (Robby) Mills
Commissioner Jesse Johnston, IV

ABSENT:

Commissioner X R. Royster, III

ALSO PRESENT:

Mr. Russell R. Sights, City Manager
Mrs. Dawn Kelsey, City Attorney
Ms. Maree Collins, City Clerk
Mr. William L. Newman, Jr. Assistant City Manager
Mr. Trace Stevens, Parks & Recreation Director
Mr. Scott Foreman, Fire Chief
Mrs. Donna Stinnett, Public Information Officer
Mr. Tom Williams, Henderson Water Utility General Manager
Mr. Michael Austin, HART Bus Operator
Mrs. Beth Austin, Parks & Recreation Department
Ms. Elizabeth Austin
Braxton Austin
Mr. Michael Polley, Fire Lieutenant
Mrs. Erica Polley
Ms. Mylie Polley
Mr. Jax Polley
Mr. Chad Moore, Assistant Fire Chief
Mr. Zachery Polley, Fire Lieutenant
Mr. Josh Dixon, Fire Lieutenant
Mr. Imran Anan, Firefighter
Mr. Christopher Connell, Firefighter
Mrs. Donna Veazey, Henderson Fire Department
Ms. Tammy Willett, Community Development Specialist
Mr. Greg Nunn, Information Technology Director
Mr. Robert Gunter, Finance Director
Mr. Tom Davis
Mrs. Theresa Johnston
Alexander Johnston
Mr. Mike Richardson, Police Reserve Officer
Ms. Laura Acchiardo, *the Gleaner*

PROCLAMATION: “Motorcycle Safety Awareness Month”

MAYOR AUSTIN proclaimed the month of May to be “Motorcycle Safety Awareness Month” in the City of Henderson and urged all motorists to recognize the need for awareness on the part of all drivers, especially with regard to sharing the road with motorcycles, and to honor the many contributions motorcyclists make to the communities in which they live and ride.

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PRESENTATIONS: 20-YEAR SERVICE AWARD

MAYOR AUSTIN expressed his appreciation to Fire Lieutenant Michael Polley, for his twenty years of service and dedication to the City.

PRESENTATIONS: 20-YEAR SERVICE AWARD

MAYOR AUSTIN expressed his appreciation to Mr. Michael Austin, HART Bus Operator, for his twenty years of service and loyalty to the City.

APPROVAL OF CONSENT AGENDA:

MAYOR AUSTIN asked the City Clerk to read the items on the Consent Agenda.

Minutes: April 19, 2016, Work Session
 April 26, 2016, Regular Meeting

Resolution: Resolution Authorizing the Submission of the 2016-2017
 CDBG Action Plan to the United States Department of
 Housing and Urban Development

Motion by Commissioner Jan Hite, seconded by Commissioner Robert M. Mills, to approve the items on the Consent Agenda.

The vote was called. On roll call, the vote stood:

Commissioner Royster ---- Absent:
Commissioner Mills ----- Aye:
Commissioner Johnston --- Aye:
Commissioner Hite ----- Aye:
Mayor Austin ----- Aye:

WHEREUPON, Mayor Austin declared the consent items approved.

/s/ Steve Austin
Steve Austin, Mayor
May 10, 2016

ATTEST:
Maree Collins, City Clerk _____

ORDINANCE NO. 17-16: SECOND READ
ORDINANCE 17-16: ORDINANCE ACCEPTING PUBLIC IMPROVEMENTS
AN ORDINANCE ACCEPTING PUBLIC IMPROVEMENTS FOR PROPERTY
LOCATED AT RIVER EDGE SUBDIVISION, SECTION 1

MOTION by Commissioner Robert M. Mills, seconded by Commissioner Jesse Johnston, that the ordinance be adopted.

The vote was called. On roll call, the vote stood:

Commissioner Royster ---- Absent:
Commissioner Mills ----- Aye:
Commissioner Johnston --- Aye:
Commissioner Hite ----- Aye:
Mayor Austin ----- Aye:

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WHEREUPON, Mayor Austin declared the ordinance adopted, affixed his signature and the date thereto and ordered that the same be recorded.

/s/ Steve Austin
Steve Austin, Mayor
May 10, 2016

ATTEST:
Maree Collins, City Clerk _____

RESOLUTION NO. 17-16:

RESOLUTION ACCEPTING FIRST AMENDMENT TO THE SYSTEM PURCHASE AGREEMENT WITH ALERT TRACKING SYSTEMS, INC. (d/b/a ALERT PUBLIC SAFETY SOLUTIONS), AND AUTHORIZING MAYOR TO EXECUTE AGREEMENT AND OTHER FURTHER AMENDMENTS IF THE AMENDMENTS DO NOT CHANGE THE SCOPE OR THE PRICE

MOTION by Commissioner Jan Hite, seconded by Commissioner Robert M. Mills, to adopt the resolution accepting the First Amendment to the System Purchase Agreement with Alert Tracking Systems, Inc. (d/b/a Alert Public Safety Solutions), and authorizing the Mayor to execute the Agreement and other further amendments if the amendments do not change the scope or the price of the contract.

MR. BUZZY NEWMAN, Assistant City Manager indicated that this was a housekeeping measure to further clarify responsibilities of the various items of the original contract.

MRS. DAWN KELSEY, City Attorney explained that Alert staff came to meet with our staff and determined that there were other options available that would work better for our program than were offered originally. These were not missed items, only clarifications.

The vote was called. On roll call, the vote stood:

Commissioner Royster ---- Absent:
Commissioner Mills ----- Aye:
Commissioner Johnston --- Aye:
Commissioner Hite ----- Aye:
Mayor Austin ----- Aye:

WHEREUPON, Mayor Austin declared the resolution adopted, affixed his signature and the date thereto, and ordered that the same be recorded.

/s/ Steve Austin
Steve Austin, Mayor
May 10, 2016

ATTEST:
Maree Collins, City Clerk _____

RESOLUTION NO. 18-16:

RESOLUTION AUTHORIZING MAYOR TO EXECUTE MEMORANDUM OF AGREEMENT WITH THE KENTUCKY DEPARTMENT OF LOCAL GOVERNMENT (DLG) FOR CENTRAL PARK AND NEWMAN PARK PLAYGROUNDS PROJECT

MOTION by Commissioner Robert M. Mills, seconded by Commissioner Jan Hite, to adopt the resolution authorizing the Mayor to execute a Memorandum of Agreement with the Kentucky Department of Local Government (DLG) for the Central Park and Newman Park Playground Projects.

MR. RUSSELL R. SIGHTS, City Manager, indicated that this was the grant that we have been waiting on for some time. This is an amended grant award as it was first awarded for the East End Park and the scope of work was later amended for the handicap playground equipment project. He then asked Mr. Newman to explain further.

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MR. BUZZY NEWMAN, Assistant City Manager explained that approximately a year and one-half ago a group of women that were a part of a project through Henderson Leadership Initiative came up with the idea to install handicap accessible playground equipment in our public parks. In conjunction with that group Riverview School staff as well as student family members worked together to design the project. That information was submitted to this Board and then to Land and Water and finally we have received the Agreement for the project. As you are aware, it was originally an \$80,000.00 grant with a 50% match. The City elected to fund \$50,000.00 of the \$100,000.00 project. The other \$10,000.00 has been raised by the group of ladies from the Henderson Leadership Initiative. With the execution of this Agreement the project will move forward and should take a minimum of three months to go through the bidding process, award the contract and installation of the equipment.

The vote was called. On roll call, the vote stood:

Commissioner Royster ---- Absent:
Commissioner Mills ----- Aye:
Commissioner Johnston --- Aye:
Commissioner Hite ----- Aye:
Mayor Austin ----- Aye:

WHEREUPON, Mayor Austin declared the resolution adopted, affixed his signature and the date thereto, and ordered that the same be recorded.

/s/ Steve Austin
Steve Austin, Mayor
May 10, 2016

ATTEST:
Maree Collins, City Clerk _____

MAYOR AUSTIN requested that Mr. Newman give a brief update on the East End Park. Mr. Newman explained that construction started on the restroom facility approximately three weeks ago. The Division of Housing, Building and Construction Plumbing Division notified us that it determined that a single unisex restroom was not sufficient and that we would need to install two restrooms. At this time we have modified the design of the building to accommodate both restrooms as well as the mechanical room for the splash pad equipment. As of today, the masonry work has been completed on the restroom facility, the roof structure will be going on pending weather conditions and the splash pad contractor should be here next week to begin construction on the splash pad. The mechanical room had to be ready before the splash pad could be installed. We are hoping to have everything including the state inspection completed before Memorial Day; however, the opening date will depend upon the state inspector's schedule.

MUNICIPAL ORDER NO. 21-16:

MUNICIPAL ORDER AWARDDING BID FOR PURCHASE OF COMPUTER STORAGE AREA NETWORK (SAN), HARDWARE, VM SOFTWARE AND VEEAM BACKUP SOFTWARE FOR THE IT DEPARTMENT TO PINNACLE COMPUTER SERVICES, INC. OF EVANSVILLE, INDIANA

MOTION by Commissioner Robert M. Mills, seconded by Commissioner Jesse Johnston, to adopt the municipal order awarding the bid for the purchase of computer storage area a (SAN), hardware, VM software and VEEAM backup software for the IT Department to Pinnacle Computer Services, Inc. of Evansville Indiana.

MR. RUSSELL SIGHTS, City Manager, explained that during the mid-year budget review the appropriation ordinance was amended to include this hardware upgrade along with the software conversion with New World. This is one of the components for that project.

MR. GREG NUNN, Information Technology Director, indicated that this is basically the building blocks for going forward for not only the New World financial software but for our

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entire server infrastructure. This will allow us the freedom to grow as our storage needs increase.

MAYOR AUSTIN, asked Mr. Nunn to explain about the low bid that was determined not to have met the minimum bid specifications. Mr. Nunn indicated that the bid did not include the specified fail-over requirements with iSCSI as a backup; did not meet the storage requirement of 36.8 terabytes; and was not a SAS Clustered SAN, their system is compatible but not equivalent.

The vote was called. On roll call, the vote stood:

Commissioner Royster ---- Absent:
Commissioner Mills ----- Aye:
Commissioner Johnston --- Aye:
Commissioner Hite ----- Aye:
Mayor Austin ----- Aye:

WHEREUPON, Mayor Austin declared the municipal order adopted, affixed his signature and the date thereto, and ordered that the same be recorded.

/s/ Steve Austin
Steve Austin, Mayor
May 10, 2016

ATTEST:

Maree Collins, City Clerk _____

MUNICIPAL ORDER NO. 22-16:

MUNICIPAL ORDER ACCEPTING THE ASSIGNMENT OF THE CONTRACT BETWEEN HENDERSON RECYCLING ALLIANCE AND ADVANCED DISPOSAL SERVICES SOLID WASTE MIDWEST, LLC FOR COLLECTION AND MANAGEMENT OF RESIDENTIAL RECYCLABLES DATED JULY 12, 2013 CONTINGENT UPON THE APPROVAL OF TRI-COUNTY RECYCLING ALLIANCE TO ALLOW RECYCLABLES TO BE TAKEN TO AN ALTERNATIVE LOCATION, AND AUTHORIZING MAYOR TO EXECUTE THE ASSIGNMENT OF THE CONTRACT ON THE CITY'S BEHALF

MAYOR AUSTIN, indicated there was a Henderson Recycling Alliance meeting conducted earlier this afternoon and that Board recommended that this Assignment be approved as submitted.

MOTION by Commissioner Robert M. Mills, seconded by Commissioner Jesse Johnston, to accept the assignment of the contract between Henderson Recycling Alliance and Advanced Disposal Services Solid Waste Midwest, LLC for collection and management of residential recyclables dated July 12, 2013 contingent upon the approval of Tri-County Recycling Alliance to allow recyclables to be taken to an alternative location, and authorizing the Mayor authority to execute the Assignment of the Contract on the City's behalf.

MRS. DAWN KELSEY, City Attorney reported that Henderson Recycling entered into an Agreement with Advanced Disposal in 2013 and is currently in an additional one-year renewal that expires on September 30, 2016. This Assignment will assign all of the rights and duties under the Contract between Henderson Recycling and Advanced to the City of Henderson. There are some changes to the Agreement which include where the recyclables will be taken. Currently recyclables are taken to the Henderson County Recycling Center; but because the recycling center sorting portion is being idled we can no longer take our curbside recycling there. This agreement will allow us to take curbside recyclables to Tri-State Recycling in Evansville. The Tri-County Recycling Alliance will also need to approve this before any changes/assignments can be executed.

MR. SIGHTS requested explanation of the renewal term and what is necessary for that. Mrs. Kelsey reported that the Assignment includes the current Contract's ability for renewal for one more term. The Contract will automatically renew unless 60 day written notice of non-renewal is given. She further explained that the County's curbside recycling is a part of this

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Contract and the County's portion of the collection and processing fees will be taken from their annual Solid Waste Agreement payment to the City.

The vote was called. On roll call, the vote stood:

Commissioner Royster ---- Absent:
Commissioner Mills ----- Aye:
Commissioner Johnston --- Aye:
Commissioner Hite ----- Aye:
Mayor Austin ----- Aye:

WHEREUPON, Mayor Austin declared the municipal order adopted, affixed his signature and the date thereto, and ordered that the same be recorded.

/s/ Steve Austin
Steve Austin, Mayor
May 10, 2016

ATTEST:

Maree Collins, City Clerk _____

CITY MANAGER'S REPORT:

MR. RUSSELL R. SIGHTS, City Manager, the Draft 2017 Budget has been distributed for your review prior to next week's work session. That work session has been rescheduled to Wednesday, May 18, 2016 at 5:30 p.m. He then asked Mrs. Donna Stinnett to demonstrate the Community Calendar.

MRS. DONNA STINNETT, Public Information Officer, displayed how the Community Calendar looks on various websites and the ease in which the general public has to review and even submit items for inclusion into the calendar. Calendar items can be sorted in various ways, by category, by date, by event, by location, etc. People are starting to submit their items and the County now has an administrator to add their events. Henderson does have a lot of events going on as evidenced by this calendar. It has been added to the Gleaner's website, the Arts Alliance website and several other websites including hotel properties so their guests can see what is happening in the area. It will be presented at a Kyndle Brownbag lunch on May 23, 2016 to introduce it to the businesses and the public.

MAYOR AUSTIN asked if it had a phone app or would it have one in the future. Mrs. Stinnett responded that she did not know the answer to the question, but she would find out if the vendor has that capability.

MR. SIGHTS requested that Mrs. Stinnett explain what someone would do to submit an item for inclusion to the calendar. Mrs. Stinnett responded that they would go to the calendar, click on the 'post your event' button; a form opens that they would fill in for their event, they can even upload an image such as a logo, flyer, or photo; once completed click submit; one of the administrators will review and publish it to the calendar.

COMMISSIONER'S REPORT:

MAYOR AUSTIN mentioned that it was recently brought to his attention that other communities of like size have opted to develop a financial plan with the housing authority in which the in lieu of tax payment is waived and instead adopt a contract for operational support of various community projects including some housing construction and refurbishment. At which time he talked with Mrs. Bobbie Jarrett, Housing Authority of Henderson Executive Director, and she would be highly interested in doing that. Two of the projects she would be interested in are: 1) helping in the operational funding of the Audubon Kids Zone and 2) construction and refurbishment of housing in the greater east end Audubon district. As you know the Housing Authority already does housing in that area. It would be of benefit to our community for that funding to be directed to some community projects. He then suggested to the Commissioners that we move forward on this and Commissioner Royster was agreeable to the idea when it was

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mentioned to him earlier in the week as he was not able to attend tonight. Mayor Austin asked Mrs. Kelsey if a motion would be appropriate? Mrs. Kelsey responded that she suspected that it would require an ordinance instead of a motion. Mayor Austin requested that she research that for the next meeting, if possible.

Mr. Sights indicated that the proposed budget has been presented and that an amendment can be made before first reading of the appropriation ordinance to be done simultaneously with this ordinance.

MEETING ADJOURN:

MOTION by Commissioner Jan Hite, seconded by Commissioner Robert M. Mills, to adjourn the meeting.

The vote was called. On roll call, the vote stood:

Commissioner Royster ---- Absent:
Commissioner Mills ----- Aye:
Commissioner Johnston --- Aye:
Commissioner Hite ----- Aye:
Mayor Austin ----- Aye:

WITHOUT OBJECTION, Mayor Austin declared the Meeting adjourned at approximately 6:10 p.m.

ATTEST:

Steve Austin, Mayor
May 24, 2016

Maree Collins, City Clerk

CITY OF HENDERSON – RECORD BOOK

Record of Minutes of _____ *A Called Work Session* _____ *Meeting on* _____ *May 18, 2016*

A Called Work Session of the Board of Commissioners of the City of Henderson, Kentucky, was held on Wednesday, May 18, 2016, at 5:30 p.m. in the third floor Assembly Room, Municipal Center, 222 First Street, Henderson, Kentucky.

There were present Mayor Steve Austin, presiding

PRESENT:

Commissioner X R. Royster, III
 Commissioner Robert M. (Robby) Mills
 Commissioner Jesse Johnston, IV
 Commissioner Jan Hite

CITY STAFF MEMBERS included Russell R. Sights, City Manager; William L. “Buzzy” Newman, Jr., Assistant City Manager; Dawn Kelsey, City Attorney; Maree Collins, City Clerk; Donna Stinnett, Public Information Officer; Connie Galloway, Human Resources Director; Robert Gunter, Finance Director; Paul Titzer, Assistant Finance Director; John Stier, Accounting Manager; Trace Stevens, Parks & Recreation Director; Scott Foreman, Fire Chief; Christopher Watson, Fire Lieutenant; Charles Stauffer, Police Chief; Wendy Sugg, Police Administrative Secretary; Mike Shockley, Communications Supervisor; Greg Nunn, Information Technology Director; Brian Williams, Public Works Director; Brenda Wethington, Transit Superintendent; Dylan Ward, Public Works Engineer; Owen Reeves, Gas System Director; Tammy Willett, Community Development Specialist; Tom Williams, Henderson Water Utility General Manager; and Mike Richardson, Police Reserve Officer

ALSO PRESENT: Laura Acchiardo, *The Gleaner*

THE FOLLOWING AGENDA ITEM WAS DISCUSSED:

1. Review and Discussion of 2016-2017 Draft Operating Budget

- ✓ City Manager Russell Sights gave opening remarks as well as presented the recommended budgets for the Board of Commissioners and the City Manager divisions.
- ✓ City Attorney Dawn Kelsey presented the budget for the Legal division.
- ✓ City Clerk Maree Collins presented the budget for the Clerk’s division.
- ✓ Finance Director Robert Gunter presented the budget for the Human Relations office.
- ✓ Community Development Specialist Tammy Willett presented the budget for the Community Development division.
- ✓ Human Resources Director Connie Galloway presented the budget for the Human Resources division.
- ✓ Assistant City Manager William L. Newman, Jr. presented the budgets for the Code Enforcement and Engineering divisions as well as the Administration-Other/Special Projects.
- ✓ Finance Director Robert Gunter presented the budget for the Finance Department. He was supported by Assistant Finance Director Paul Titzer and Accounting Manager John Stier.
- ✓ Fire Chief Scott Foreman presented the Fire Department budget. He was supported by Fire Lieutenant Christopher Watson.
- ✓ Henderson Water Utility General Manager Tom Williams presented the Henderson Water Utility budget and *Strategic Plan for Capital Spending*.
- ✓ Parks and Recreation Director Trace Stevens presented the Parks, Recreation, Golf and Cemetery budgets.
- ✓ Police Chief Charles Stauffer presented the Police and 911 budgets. He was supported by Communications Supervisor Mike Shockley and Police Administrative Secretary Wendy Sugg.

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- ✓ Public Works Director Brian Williams presented the budgets for the various Public Works divisions. He was supported by Transit Superintendent Brenda Wethington and Public Works Engineer Dylan Ward.
- ✓ Information Technology Director Greg Nunn presented the budget for the Information Technology department.
- ✓ Gas System Director Owen Reeves presented the budget for the Gas department.

NO FORMAL ACTION WAS TAKEN BY THE BOARD OF COMMISSIONERS.

MEETING ADJOURNMENT: Motion by Commissioner Robert M. Mills, seconded by Commissioner Jan Hite that the meeting adjourn.

The vote was called. On roll call, the vote stood:

Commissioner Royster ----- Aye:
 Commissioner Mills ----- Aye:
 Commissioner Johnston ----- Aye:
 Commissioner Hite ----- Aye:
 Mayor Austin ----- Aye:

MAYOR AUSTIN declared the Called Work Session adjourned at approximately 8:40 p.m.

 Steve Austin, Mayor
 May 24, 2016

ATTEST:

 Maree Collins, City Clerk

Interdepartmental Memorandum

May 18, 2016

TO: Russell R. Sights, City Manager

FROM: William L. Newman, Jr., Assistant City Manager *WLN*

SUBJECT: TAP Grant re: North Green River Road Sidewalk Extension Project

Pursuant to the Mayor's letter of request to the Evansville MPO regarding the application for funding through the Transportation Alternatives Program (TAP.) We have received notification from the Federal Highway Administration through the Kentucky Transportation Cabinet that the application is eligible and was selected via an acceptable competitive process.

The next step in the process is the Board of Commission shall approve by resolution the acceptance of the grant and the 20% matching funds of the total project cost. The total project cost is \$242,400 and our 20% match is \$48,480. The Federal contribution is \$116,932, thus the shortfall for the project is \$76,988. The FY 16/17 budget allocates \$174,000.00 for this project.

It is recommended that the 20% match of \$48,480 plus the shortfall of \$76,988 for a total of \$125,468 be approved from this allocation.

RESOLUTION NO. _____

RESOLUTION ACCEPTING GRANT THROUGH THE EVANSVILLE METROPOLITAN PLANNING ORGANIZATION (EMPO) FOR THE TRANSPORTATION ALTERNATIVES PROGRAM (TAP) FOR FUNDS IN THE AMOUNT OF \$ 116,932 TO BE USED FOR THE NORTH GREEN RIVER ROAD SIDEWALK EXTENSION PROJECT, AND AUTHORIZING MAYOR TO EXECUTE THE APPLICATION FOR THE FUNDS

WHEREAS, the City of Henderson has determined the need to extend sidewalks along Green River Road from Osage Drive to Bend Gate Road to provide children with a safe and appealing means of walking and /or bicycling to school; and

WHEREAS, the City has reviewed these areas and this funding opportunity, and the City Manager recommends that the City file an application to fund this project; and

WHEREAS, the City prepared an application to the Evansville Metropolitan Planning Organization (EMPO) through the Transportation Alternatives Program (TAP) for funds in the amount of \$116,932 to help fund the North Green River Road Sidewalk Extension Project and the application has been approved for funding.

WHEREAS, the project is projected to cost \$242,400 and the Application requires the City to provide a twenty percent (20%) match of the total project cost which is \$48,480.

WHEREAS, with the City match and the TAP grant monies there will be a shortfall of \$76,988 to fund the remainder of the project, and the City Budget for Fiscal Year 2017 has money allocated to fund the match and the remainder of project.

NOW, THEREFORE, BE IT RESOLVED by the City of Henderson, Kentucky, that the recommendation of the City Manager is approved, to accept the \$116,932 in funds through the Transportation Alternatives Program (TAP) for the North Green River Road Sidewalk Extension Project, and the Mayor is authorized to execute the application necessary for this project on behalf of the City.

On motion of Commissioner _____, seconded by Commissioner _____, that the foregoing Resolution be adopted, the vote was called. On roll call the vote stood:

Commissioner Royster _____
Commissioner Mills _____
Commissioner Johnston _____

Commissioner Hite _____
Mayor Austin _____

WHEREUPON, Mayor Austin declared the Resolution adopted, affixed his signature and the date thereto and ordered that the same be recorded.

ATTEST:

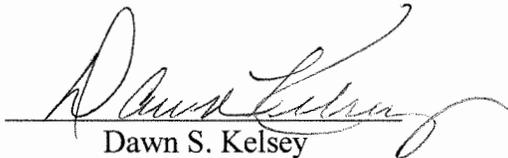
Steve Austin, Mayor

Date: _____

Maree Collins, City Clerk

**APPROVED AS TO FORM AND
LEGALITY THIS 18 DAY OF
MAY, 2016.**

By:



Dawn S. Kelsey
City Attorney

City Commission Memorandum
16-113

May 20, 2016

TO: Mayor Steve Austin and the Board of Commissioners

FROM: Russell R. Sights, City Manager 

SUBJECT: HART – Federal Transit Administration Section 5307 and Section 5339 Grant Application

The accompanying resolution authorizes the submittal of grant applications in the total amounts of \$691,876.00 in Section 5307 funds and \$100,000.00 in Section 5339 funds with the Federal Transit Administration (FTA) for operating, capital, planning and equipment funds for Fiscal 2017.

The grant funds will be utilized for transit enhancement, planning, preventative maintenance, operating assistance and the purchase of one fixed route transit bus for the Henderson Area Transit System.

The amount requested is the full amount reserved by the Commonwealth of Kentucky to the City.

The receipt of federal funding is crucial to the continued provision of mass transit service to the community. Your approval of the attached resolution is requested.

c: Brian Williams, Public Works Director
Brenda Wethington, Transit Superintendent
Paul Titzer, Assistant Finance Director
Matthew Schriefer, EMPO



Seyed Shokouhzadeh
Executive Director

TO: Mayor
Board of Commissioners

FROM: Seyed Shokouhzadeh, EMPO Executive Director *SS*

SUBJECT: City of Henderson, HART FY 2017 FTA Section 5307 & 5339 (FFY16)
Grant Application

DATE: May 16, 2016

A Resolution authorizing the submittal of the City of Henderson, HART FY 2017 Federal Transit Administration (FTA) Section 5307 & Section 5339 (FFY15) Operating, Capital and Planning Grant Application is on The Board of Commissioners agenda for May 24, 2016. Please find enclosed a copy of the proposed Resolution and Program of Projects for your review.

The FTA Section 5307 & Section 5339 grant application will assist in funding the HART FY 2016 fixed route and demand response services, and planning activities associated with HART projects in the Evansville Metropolitan Planning Organization FY 2017-2018 Unified Planning Work Program.

Upon the approval of the Resolution by the Board of Commissioners, the Evansville MPO will submit the application electronically through TrAMS to the FTA.

Should you have any questions, please contact Matt Schriefer at the Evansville MPO (mschriefer@evansvillempo.com or 812-436-7837).

**HART FY 2017
 SECTION 5307 & Section 5339 (FFY16) GRANT APPLICATION
 PROGRAM OF PROJECTS**

Section 5307 (Operating, Capital, and Planning)

Operating Assistance – Operating assistance to provide fixed route service.

ADA Complementary Service – Provide complementary paratransit service to persons with disabilities.

Preventive Maintenance Activities – Preventive Maintenance Activities for HART include scheduled inspections, fluids and filters, and other routine preventive maintenance activities.

Capital – Acquisition of one support vehicle.

Planning Assistance – Evansville Metropolitan Planning Organization will initiate the following planning projects as described in the FY 2017 & FY 2018 Unified Planning Work Program (UPWP): provide technical and planning assistance as needed and submit FTA grants and required materials in the TrAMS system.

Section 5307 Project Funding

Project	TOTAL	FTA	KYTC	LOCAL
Operating Assistance	\$805,008	\$224,468	\$0	\$580,540
ADA Complementary Service	\$303,217	\$242,573	\$30,322	\$30,322
Preventive Maintenance	\$259,276	\$186,835	\$25,928	\$46,513
Support Vehicle	\$35,000	\$28,000	\$3,500	\$3,500
Planning	\$12,500	\$10,000	\$0	\$2,500
TOTAL	\$1,415,001	\$691,876	\$59,750	\$663,375

Section 5339 (Capital)

Capital – Acquisition of one fixed route transit bus.

Section 5339 Project Funding

Project	TOTAL	FTA	KYTC	LOCAL
One Fixed Route Transit Bus	\$125,000	\$100,000	\$12,500	\$12,500
TOTAL	\$125,000	\$100,000	\$12,500	\$12,500

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE SUBMITTAL OF A GRANT APPLICATION FOR PUBLIC TRANSIT ASSISTANCE

WHEREAS, the Federal Transit Act of 1964, as amended, authorized the U.S. Department of Transportation to make grants for public transit programs and projects; and

WHEREAS, the grant imposes certain obligations upon the City, including the requirement to provide the local share of project costs and to comply with Title VI of the Civil Rights Act of 1964; and

WHEREAS, the receipt of federal funding is critical to the continued operation of a public transit system in the City; and

WHEREAS, the City Manager recommends submittal of the grant application;

NOW, THEREFORE, BE IT RESOLVED by the City of Henderson, Kentucky, that the recommendation of the City Manager is approved, and the City Manager is hereby authorized to file a Section 5307 & Section 5339 grant application in the amount of \$691,876.00 in Section 5307 funds and \$100,000.00 in Section 5339 funds with the U.S. Department of Transportation for operating, capital, and planning assistance for Fiscal Year 2017.

BE IT FURTHER RESOLVED that the City Manager is authorized to execute and file any other documents required by the U.S. Department of Transportation in conjunction with this grant application.

On motion of Commissioner _____, seconded by Commissioner _____, that the foregoing Resolution be adopted, the vote was called. On roll call the vote stood:

Commissioner Royster	_____	Commissioner Hite	_____
Commissioner Mills	_____	Mayor Austin	_____
Commissioner Johnston	_____		

WHEREUPON, Mayor Austin declared the Resolution adopted, affixed his signature and the date thereto and ordered that the same be recorded.

Steve Austin, Mayor

Date

ATTEST:

Maree Collins, City Clerk

APPROVED AS TO FORM AND LEGALITY THIS 20 DAY OF MAY, 2016.

By: 
Dawn S. Kelsey
City Attorney

**City Commission Memorandum
16-109**

May 20, 2016

TO: Mayor Steve Austin and the Board of Commissioners
FROM: Russell R. Sights, City Manager 
SUBJECT: Employee Manual Amendment

The attached item for the Tuesday, May 24, 2016 agenda is first reading of an ordinance amending Article 10-Personnel of the Employee Manual.

As detailed in the attached Human Resources Memorandum 16-46 from Human Resources Director Connie Galloway, the update reflects changes to the list of positions exempt from civil service status.

Your approval of the attached ordinance is requested.

c: Connie Galloway
Robert Gunter

Human Resources Memorandum

16 – 46

May 17, 2016

TO: Russell R. Sights, City Manager

FROM: Connie Galloway, Human Resources Director

SUBJECT: Personnel Policy Update to Designate Non-Civil-Service Position

Included in the Henderson Water Utility operating budget proposal for Fiscal Year 2017 is the HWU Chief Financial Officer department head position that is now designated as non-civil service. Pursuant to KRS 90.300, non-civil-service positions are designated by ordinance; thus Article 10 – Personnel, in the *City of Henderson Employee Manual* should be updated to reflect the non-civil-service designation for this position.

ARTICLE 10 — PERSONNEL

- A. The City of Henderson (hereinafter referred to as the City) Personnel Policies and Procedures shall govern conditions of employment for all regular full-time, part-time, and temporary/seasonal employees. The following are exempted from the applications of this duly established ordinance:
1. All elected officials.
 2. All members of boards and commissions of the City.
 3. Consultants, advisors and counsels rendering or tendering temporary professional services.
 4. Independent Contractors.
- B. All municipal employment positions not expressly exempt from application of this ordinance shall be subject to these provisions. The City Manager position, Assistant City Manager position, City Attorney, Staff Attorney, Information Technology Director, Parks & Recreation Director, Public Works Director, Public Information Specialist, Police Officers, Firefighters, HWU General Manager, HWU Chief Financial Officer and HWU Director of Engineering are exempt from those applications of this ordinance, which apply to Civil Service employment (i.e., City Manager, Assistant City Manager, City Attorney, Staff Attorney, Information Technology Director, Parks & Recreation Director, Public Works Director, Public Information Specialist, Police Officer, Firefighter, HWU General Manager, HWU Chief Financial Officer, and HWU Director of Engineering are not Civil Service positions).
- C. Administration: The Personnel Policies and Procedures established by ordinance shall be administered by the City Human Resources Director and staff.

It is also recommended to update Section 23-43 of the *Sewer Use Ordinance* reflecting the non-civil-service status of the HWU Chief Financial Officer position.

Sec. 23-43. – Employment of general manager, director of engineering and employees.

The water and sewer commission shall have power to employ, fix the compensation of, and discharge, the general manager, the chief financial officer and the director of engineering. The general manager shall direct, employ, fix the compensation of, and discharge all other employees of the works and systems. All employees of the works and systems, other than the positions of general manager, chief financial officer and director of engineering, shall be subject to and under the protection of the civil service system of the city.

Staff recommends updating the Personnel Policy and Sewer Use Ordinance accordingly.



Connie Galloway

ORDINANCE NO. _____

ORDINANCE AMENDING EMPLOYEE MANUAL REGARDING HENDERSON WATER UTILITY (HWU) CHIEF FINANCIAL OFFICER POSITION

SUMMARY: ORDINANCE AMENDING ARTICLE 10-*PERSONNEL*, OF THE EMPLOYEE MANUAL OF THE CITY OF HENDERSON, BY EXEMPTING HENDERSON WATER UTILITY (HWU) CHIEF FINANCIAL OFFICER POSITION FROM CIVIL SERVICE STATUS

BE IT ORDAINED by the City of Henderson, Kentucky that Article 10, *Personnel*, of the Employee Manual of the City of Henderson, is hereby amended as follows:

ARTICLE 10 — PERSONNEL

- A. The City of Henderson (hereinafter referred to as the City) Personnel Policies and Procedures shall govern conditions of employment for all regular full-time, part-time, and temporary/seasonal employees. The following are exempted from the applications of this duly established ordinance:
1. All elected officials.
 2. All members of boards and commissions of the City.
 3. Consultants, advisors and counsels rendering or tendering temporary professional services.
 4. Independent Contractors.
- B. All municipal employment positions not expressly exempt from application of this ordinance shall be subject to these provisions. The City Manager position, Assistant City Manager position, City Attorney, Staff Attorney, Information Technology Director, Parks & Recreation Director, Public Works Director, Public Information Specialist, Police Officers, Firefighters, HWU General Manager, HWU Director of Engineering, and HWU Chief Financial Officer are exempt from those applications of this ordinance, which apply to Civil Service employment (i.e., City Manager, Assistant City Manager, City Attorney, Staff Attorney, Information Technology Director, Parks & Recreation Director, Public Works Director, Public Information Specialist, Police Officer, Firefighter, HWU General Manager, HWU Director of Engineering and HWU Chief Financial Officer are not Civil Service positions).
- C. Administration: The Personnel Policies and Procedures established by ordinance shall be administered by the City Human Resources Director and staff.

This ordinance shall become effective upon its legal adoption.

On first reading of the foregoing ordinance, it was moved by Commissioner _____, seconded by Commissioner _____, that the ordinance be adopted on its first reading.

On roll call the vote stood:

Commissioner Royster _____	Commissioner Hite _____
Commissioner Mills _____	Mayor Austin _____
Commissioner Johnston _____	

WHEREUPON, Mayor Austin declared the ordinance adopted on first reading and ordered that it be presented for a second reading at a meeting of the Board of Commissioners.

On second reading of the ordinance, it was moved by Commissioner _____, seconded by Commissioner _____, that the ordinance be adopted.

WHEREUPON, the vote was called. On roll call the vote stood:

Commissioner Royster _____	Commissioner Hite _____
Commissioner Mills _____	Mayor Austin _____
Commissioner Johnston _____	

WHEREUPON, Mayor Austin declared the ordinance adopted, affixed his signature and the date and ordered that it be recorded.

Steve Austin, Mayor

Date: _____

ATTEST:

Maree Collins, City Clerk

**APPROVED AS TO FORM AND
LEGALITY THIS 17 DAY OF
MAY, 2016.**

By: 
Dawn S. Kelsey
City Attorney

City Commission Memorandum
16-112

May 20, 2016

TO: Mayor Steve Austin and the Board of Commissioners
FROM: Russell R. Sights, City Manager 
RE: Revised Section 23-43 of the Sewer Use Ordinance

An item for the agenda of Tuesday, May 24, 2016, is first reading of an ordinance amending Section 23-43 of Article II, *Water and Sewer Service* of Chapter 23, *Utilities* of the City's Code of Ordinances.

The amendment adds the chief financial officer to the list of positions the water and sewer commission has power to employ, fix the compensation of, and discharge; and excludes the chief financial officer from the protection of the civil service system of the city.

The proposed changes were recommended at the Monday, May 16, 2016 Water and Sewer Commission meeting, as detailed in the attached memorandum.

Your approval of the attached ordinance is requested.

c: Tom Williams, HWU General Manager

HENDERSON WATER UTILITY

Water • Wastewater • Stormwater

MANAGED BY THE WATER & SEWER COMMISSION OF THE CITY OF HENDERSON

TOM WILLIAMS, P.E.
GENERAL MANAGER

Date: 19 May 2016

Memo To: Mayor Steve Austin
Henderson City Commissioners
Russell Sights, City Manager
Buzzy Newman, Asst. City Manager
Dawn Kelsey, City Attorney

From: Tom Williams, P.E.
General Manager

Digitally signed by Tom Williams
DN: cn=Tom Williams,
o=Henderson Water
Utility, ou=HWU,
email=williamst@hkywater
.org, c=US
Date: 2016.05.19 13:10:25
-05'00'

Subject: Changes to City Ordinance Section 23-43

At its meeting on 16 May, the Water and Sewer Commission authorized an offer to a new Chief Financial Officer, replacing Leason Neel, who is retiring at the end of June. In line with recent City Department Head hires, this position will now be a non-Civil Service, contract employee.

This requires a minor change to Section 23-43 of the Water and Sewer Commission portion of the City Code of Ordinances, adding the CFO position to the list of those positions our Commission has the power to employ, fix compensation for, and discharge. That list also includes the General Manager and the Director of Engineering positions.

An ordinance making this change has been prepared by the City Attorney, and will be on the agenda for the Commission meeting on 24 May.

If you have any questions or need further information on this or any other matter, please feel free to call me at 869.6621 (Office) or 823.2573 (Cell).

Human Resources Memorandum

16 – 46

May 17, 2016

TO: Russell R. Sights, City Manager

FROM: Connie Galloway, Human Resources Director

SUBJECT: Personnel Policy Update to Designate Non-Civil-Service Position

Included in the Henderson Water Utility operating budget proposal for Fiscal Year 2017 is the HWU Chief Financial Officer department head position that is now designated as non-civil service. Pursuant to KRS 90.300, non-civil-service positions are designated by ordinance; thus Article 10 – Personnel, in the *City of Henderson Employee Manual* should be updated to reflect the non-civil-service designation for this position.

ARTICLE 10 — PERSONNEL

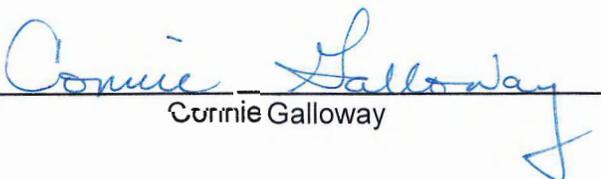
- A. The City of Henderson (hereinafter referred to as the City) Personnel Policies and Procedures shall govern conditions of employment for all regular full-time, part-time, and temporary/seasonal employees. The following are exempted from the applications of this duly established ordinance:
1. All elected officials.
 2. All members of boards and commissions of the City.
 3. Consultants, advisors and counsels rendering or tendering temporary professional services.
 4. Independent Contractors.
- B. All municipal employment positions not expressly exempt from application of this ordinance shall be subject to these provisions. The City Manager position, Assistant City Manager position, City Attorney, Staff Attorney, Information Technology Director, Parks & Recreation Director, Public Works Director, Public Information Specialist, Police Officers, Firefighters, HWU General Manager, HWU Chief Financial Officer and HWU Director of Engineering are exempt from those applications of this ordinance, which apply to Civil Service employment (i.e., City Manager, Assistant City Manager, City Attorney, Staff Attorney, Information Technology Director, Parks & Recreation Director, Public Works Director, Public Information Specialist, Police Officer, Firefighter, HWU General Manager, HWU Chief Financial Officer, and HWU Director of Engineering are not Civil Service positions).
- C. Administration: The Personnel Policies and Procedures established by ordinance shall be administered by the City Human Resources Director and staff.

It is also recommended to update Section 23-43 of the *Sewer Use Ordinance* reflecting the non-civil-service status of the HWU Chief Financial Officer position.

Sec. 23-43. – Employment of general manager, director of engineering and employees.

The water and sewer commission shall have power to employ, fix the compensation of, and discharge, the general manager, the chief financial officer and the director of engineering. The general manager shall direct, employ, fix the compensation of, and discharge all other employees of the works and systems. All employees of the works and systems, other than the positions of general manager, chief financial officer and director of engineering, shall be subject to and under the protection of the civil service system of the city.

Staff recommends updating the Personnel Policy and Sewer Use Ordinance accordingly.



Connie Galloway

ORDINANCE NO. _____

ORDINANCE AMENDING SEWER USE ORDINANCE

SUMMARY: AN ORDINANCE AMENDING ARTICLE II, *WATER AND SEWER SERVICE*, OF CHAPTER 23, *UTILITIES*, SEC. 23-43, OF THE CODE OF ORDINANCES OF THE CITY OF HENDERSON

WHEREAS, at its meeting on May 16, 2016, the Henderson Water and Sewer Commission recommended that the Board of Commissioners of the City of Henderson enact and adopt an amended Article II, *Water and Sewer Service*, of Chapter 23, *Utilities*, Sec. 23-43, *Employment of general manager, director of engineering and employees*, of the City's Code of Ordinances, commonly referred to as the "sewer use ordinance", which revised Article II, Chapter 23, is amended as follows:

Sec. 23-43. *Employment of general manager, director of engineering and employees.*

The water and sewer commission shall have power to employ, fix the compensation of, and discharge, the general manager, the chief financial officer and the director of engineering. The general manager shall direct, employ, fix the compensation of, and discharge all other employees of the works and systems. All employees of the works and systems, other than the positions of general manager, chief financial officer and director of engineering, shall be subject to and under the protection of the civil service system of the city.

NOW, THEREFORE, BE IT ORDAINED by the City of Henderson, Kentucky that the existing Article II, *Water and Sewer Service*, Sec. 23-43, of Chapter 23, *Utilities* of the City's Code of Ordinances be and is hereby amended, and the revised Article II, *Water and Sewer Service* of Chapter 23, *Utilities*, is hereby approved and adopted.

All ordinances or parts of ordinances in conflict herewith are hereby repealed and superseded to the extent of such conflict.

This ordinance shall become effective upon its legal adoption.

On first reading of the foregoing ordinance, it was moved by Commissioner _____, seconded by Commissioner _____, that the ordinance be adopted on its first reading.

On roll call the vote stood:

Commissioner Royster _____	Commissioner Hite _____
Commissioner Mills _____	Mayor Austin _____
Commissioner Johnston _____	

WHEREUPON, Mayor Austin declared the ordinance adopted on first reading and ordered that it be presented for a second reading at a meeting of the Board of Commissioners.

On second reading of the ordinance, it was moved by Commissioner _____, seconded by Commissioner _____, that the ordinance be adopted.

WHEREUPON, the vote was called. On roll call the vote stood:

Commissioner Royster _____	Commissioner Hite _____
Commissioner Mills _____	Mayor Austin _____
Commissioner Johnston _____	

WHEREUPON, Mayor Austin declared the ordinance adopted, affixed his signature and the date and ordered that it be recorded.

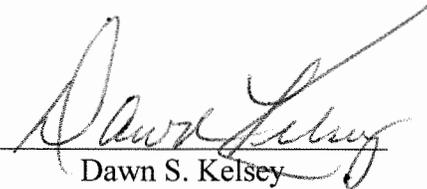
Steve Austin, Mayor
Date: _____

ATTEST:

Maree Collins, City Clerk

**APPROVED AS TO FORM AND
LEGALITY THIS 17 DAY OF
MAY, 2016.**

By:



Dawn S. Kelsey
City Attorney

City Commission Memorandum
16-105

May 20, 2016

TO: Mayor Steve Austin and the Board of Commissioners

FROM: Russell R. Sights, City Manager 

SUBJECT: HWU Budget and Appropriation Ordinance

An item for consideration at the May 24, 2016 City Commission meeting is first reading of an Ordinance adopting the Fiscal 2017 Budget and Appropriation Ordinance for the fiscal year commencing July 1, 2016 for Henderson Water Utility.

The enclosed budget was adopted by the Water & Sewer Board at their Monday, May 16, 2016 meeting. The Operating Budget indicates projected revenues of \$18,629,010.00 with estimated operating expenses of \$18,038,112.00 and capital projects budgeted at \$3,424,400.00.

Your approval of the attached ordinance is requested.

c: Robert Gunter, Finance Director
Tom Williams, HWU General Manager
Leason Neel, HWU Chief Financial Officer

HENDERSON WATER UTILITY

Water • Wastewater • Stormwater

MANAGED BY THE WATER & SEWER COMMISSION OF THE CITY OF HENDERSON

TOM WILLIAMS, P.E.
GENERAL MANAGER

Date: 17 May 2016

Memo To: Mayor Steve Austin
Henderson City Commissioners

From: Tom Williams, P.E.
General Manager

Digitally signed by Tom Williams
DN: cn=Tom Williams,
ou=Henderson Water Utility,
serial=002,
email=twilliams@hkywater.org,
c=US
Date: 2016.05.13 14:33:14 -0500

Subject: Henderson Water Utility – 2016-2017
Operating and Capital Budget

The Water and Sewer Commission approved the attached Operating and Capital Budget document for Fiscal Year 2016-2017 at our meeting on 16 May 2016, and we are submitting this to the City Commission for consideration, discussion and approval. Commission approval assures our compliance with the requirements of HB 1.

Leason and I, along with other senior staff, will be available at the Commission meeting on May 24th, to answer any questions that may arise.

In the meantime, if you have any questions or need further information on this or any other matter, please feel free to call me at 270.869.6621 (Office) or 270.823.2573 (Cell).

Cc: R. Paul Bird, Jr., Chairman, Water & Sewer Commission
Russell Sights, City Manager
Buzzy Newman, Asst. City Manager
Dawn Kelsey, City Attorney

ORDINANCE NO. _____

ORDINANCE ADOPTING HENDERSON WATER UTILITY BUDGET

SUMMARY: BUDGET AND APPROPRIATION ORDINANCE FOR THE FISCAL YEAR COMMENCING JULY 1, 2016 AND ENDING JUNE 30, 2017 FOR HENDERSON WATER UTILITY OF THE CITY OF HENDERSON, KENTUCKY

WHEREAS, the Henderson Water Utility has prepared a proposed Annual Budget for fiscal year commencing July 1, 2016, and ending June 30, 2017; and

WHEREAS, KRS 91A.030 requires the adoption of the budget and the appropriation ordinance by the Board of Commissioners based upon the budget submitted by the Henderson Water Utility.

NOW, THEREFORE, BE IT ORDAINED by the City of Henderson, Kentucky, as follows:

1. The budget submitted to the Board of Commissioners by the Henderson Water Utility is hereby adopted and approved and said budget which is attached as Exhibit "A", shall be kept on file in the office of the City Clerk as part of the public record of the City.
2. This ordinance shall be effective as of July 1, 2016.

On first reading of the foregoing ordinance, it was moved by Commissioner _____ seconded by Commissioner _____, that the ordinance be adopted on its first reading.

On roll call the vote stood:

Commissioner Royster _____	Commissioner Hite _____
Commissioner Mills _____	Mayor Austin _____
Commissioner Johnston _____	

WHEREUPON, Mayor Austin declared the ordinance adopted on first reading and ordered that it be presented for second reading at a regular meeting of the Board of Commissioners.

On second reading of the foregoing ordinance, it was moved by Commissioner _____ seconded by Commissioner _____, that the ordinance be adopted.

WHEREUPON, the vote was called, on roll call the vote stood:

Commissioner Royster _____	Commissioner Hite _____
Commissioner Mills _____	Mayor Austin _____
Commissioner Johnston _____	

WHEREUPON, Mayor Austin declared the ordinance adopted, affixed his signature and the date and ordered it be recorded.

Steve Austin, Mayor

Date

ATTEST:

Maree Collins, City Clerk

**APPROVED AS TO FORM AND
LEGALITY THIS 17 DAY OF
MAY, 2016.**

By: 
Dawn S. Kelsey
City Attorney



Henderson Water Utility 2016–2017 Budget

Presented to the Water and Sewer Commission on May 16, 2016



North Water Treatment Plant Renovation



Water Tank Renovation



Administration Building Renovation



Stream Bank Remediation

HENDERSON WATER UTILITY

Water • Wastewater • Stormwater

MANAGED BY THE WATER & SEWER COMMISSION OF THE CITY OF HENDERSON

TOM WILLIAMS, P.E.
GENERAL MANAGER

To: Water and Sewer Commissioners
From: Tom Williams, P.E., General Manager
Leason Neel, Chief Financial Officer
Re: 2016-2017 Proposed Budgets - Henderson Water Utility
Date: 6 May 2016

Presented here are the ***Henderson Water Utility 2016-2017 Operating and Capital Budgets***. We will discuss this in appropriate detail and seek your approval at the 16 May 2016 Board Meeting.

General:

The Operating Budget includes estimated revenues of \$ 18,629,010, which shows no increase from last year in spite of our previously approved 5.85% rate increase effective 1 July 2016. This is a conservative approach, based on recent trends in industrial use and uncertainty associated with our revenue stream.

This budget does not anticipate any additional borrowing for major projects. Capital projects in this budget will be paid from remaining funds available from the last tranche of borrowing, and from cash generated from operations. Our conservative budgeting and forecasting over the last several years has served us well, and our cash position is good, considering all we've done over the period since 2010.

Operating expenses are budgeted at \$ 18,038,112, a 5.28 % increase when compared to last year. The increase is largely due to higher projected costs for salaries, benefits, pension contributions, and power.

Operating Budget:

- Salaries and wages are based upon the 105 full-time budgeted positions identified below. With Commissioners, temporary/seasonal employees and interns, our total budgeted complement is 124.
- FICA and Medicare are determined by salaries and overtime charged at the applicable statutory rates.
- Life Insurance, Employee Assistance Program, and Cancer Insurance expenses are based on the number of eligible employees and rates supplied by the City.
- Medical Benefits expense is based on the number of eligible employees and the rate per employee supplied by the City.
- Workers Compensation charges are based upon 2015 - 2016 charges to date.

- Unemployment Insurance expense is based on 2017 projected rates from the City.
- Retirement Expense is based upon the required contributions of 18.68 % of gross wages for non-hazardous duty employees. Last year the required contribution was 17.06 %.
- Contractual Services is largely made up of four components:
 - Wastewater sludge trucking and disposal
 - Miscellaneous Consulting Services, when not charged to a specific project
 - Mowing and grounds maintenance covering all HWU facilities and properties
 - Laboratory Services, which includes field sampling, testing, laboratory analysis services, and annual calibration of lab equipment to maintain state certification.

Changes in some items compared to last year's budget:

Fuel: We have significantly lowered our planned expenditures in light of the continued trend of lower gasoline prices. While we can't predict that costs for regular gas will remain low, our use has been significantly under budget the last three years.

Repairs to Vehicles, Equipment and Structures: These numbers tend to bounce around from year to year, since expenditures depend on what breaks, when. We've lowered Equipment Repairs and Vehicle Maintenance given our recent experience, and increased Structure Repairs, based on trend to date in the current fiscal year. Doing more preventive maintenance in-house has lowered our Vehicle and Equipment repair costs, over the last two years. The rise in Tools and Small Equipment reflects some items being moved from Equipment Repairs to a more correct designation.

Utilities-Electric: This category is seeing a whopping 24% increase, year over year. This includes adjusting up based on two months experience with increased bills from the North WWTP and the new UV disinfection system. Two months is not a lot of data to base an estimate on, so we have tried to err on the conservative side. Another significant portion of the increase is due to a projected 34% increase in costs at the South Plants.

Personnel:

Last year's personnel budget (after amendment during the year) contained 100 full-time classified employees, the General Manager, the Director of Engineering (unfilled), 5 Water & Sewer Commissioners and 14 seasonal employees, for a total of 121 budgeted positions.

In the new budget, we will be at 105 full-time employee equivalents, including some unfilled positions as detailed below.

We are continuing the Seasonal "Treatment/Engineering Intern" positions, since we've had very good experience with the young people hired into these positions.

In Field Operations, we've had a problem keeping our crews at their full complement, partly due to paid time off (sick, vacation and personal). To address this, we added an additional

USW II position in 2015, and we wish to add a position for an additional Utility System Worker I in this budget. Currently, one USW I is tied up in “shop” duties (receiving, shipping, inventory, delivery of parts in the field). We’re adding a position for a Receiving/Inventory Clerk through reclassification, and will then be able to utilize that Utility System Worker position in the field. In future years, we may add an additional USW III, to flesh out another crew or provide a full crew of “floaters”.

Also in this budget, we are adding two Utility System Worker I “ghost” positions. This will function similar to what we’ve done in the past with these positions in other classifications. Our problem of late has been that, when a USW II or III position has opened due to retirement or promotion, we have not always had an incumbent employee in a lower classification that is prepared for the higher position. We prefer to hire from within, since our work in the field does require a high degree of training and we benefit from employee familiarity with our systems. With these two additional USW I’s, we will be able to hire entry level employees and train them to fill the higher positions. As they are ready and able, we would test in-house and promote from the ranks.

We have historically had two Utility System Superintendent positions in Field Operations, one responsible for “Maintenance” and the other for “Construction”. Construction included two partial crews, Maintenance included all the other field personnel working out of the SOC. As part of our reorganization strategy, we added an Assistant Superintendent position, which has been filled, and are not going to fill the Superintendent position held by Joe Bentley when he retires at the end of July (we will drop that position in next year’s budget). As part of this switch, we also relocated the pump station Maintenance staff under Kevin Roberts in the Plant Operations division. Now all plant and pump station maintenance forces will report to one person.

The single Superintendent and the Assistant Superintendent in Field Operations now share and subdivide duties within the department as they see fit. This will allow better coordination, more flexibility, and will serve as a form of succession planning.

Consequently, you will note a lot of movement on the Schedule of Budgeted Positions under SOC: Support 04-864, where our “Construction” crews have been moved to the SOC: Distribution-Collection-Maintenance category, 04-862. This accounts for this internal transfer from a bookkeeping standpoint. That division between Construction and Maintenance was formerly how we accounted for Capital construction vs. regular operations. Now, work orders in Cityworks will be used to make this distinction, and all our crews will be able to work interchangeably on Capital projects or day-to-day field work, as need dictates.

There are 14 total classified positions listed in the Water Treatment Operator I and II classifications; however there will never be more than 10 of those positions permanently filled. Four Water Treatment Plant Operator I positions exist, allowing us to hire and train new operators due to turnover or vacancy; but these positions are only filled when new, untrained operators are hired, and as they gain certification and experience, they will test up into the higher classification, not expanding our total working complement of 10 water operators.

There are also a total of 15 positions at Wastewater Treatment Operator I and II, but no more than 9 of these positions will be filled at any time. As wastewater operators test and promote, we will likely reduce the number of positions in the lower classification in future budgets. We made that change in 2015, to replicate the procedure on the Water side. We are dropping one WWTO I position in this budget; that position had been assigned to the sludge operation, and we're moving those duties to a new Maintenance Tech, for no net gain in positions.

Also, a total of 11 classified positions are listed as Maintenance Technician I, II and Senior; no more than 9 of these positions will be filled at any time during the budget cycle. Adding additional positions allowed us to establish a method of promotion and betterment for these employees as they achieve certification or licensure in their field. We made this change in 2014. We have added the sludge processing/maintenance position into this mix, and have eliminated that position in this budget. There was an outside vendor who had operated the drying beds for us on a contract basis for a number of years, but that gentleman passed away late last year and his family business is now closed, so we have added a total of two full-time Maintenance Tech I positions to assist with that operation and other maintenance around the North WWTP.

All of these "ghost" slots taken together overstate our actual full-time complement by fourteen positions, so that the grand total of 105 full-time positions overall will never actually exceed 91 actual employees (excluding our Commissioners), and not including seasonal and intern positions.

We are adding a position for an additional Water Quality Specialist, to provide additional support in the water and wastewater laboratory operations. As regulations get tighter and more intensive, we need more out of that department, particularly as it relates to increased distribution monitoring, treatment optimization in the plants and source water monitoring (at both water plants).

Finally, in the new fiscal year the next Chief Financial Officer will be a full-time, contractual employee in a non-Civil Service position, as we and the City have begun doing with department head and above positions. This will give us three such positions (GM, Director of Engineering and CFO).

Capital Budget:

Our Capital Budget for this year includes a total of \$ 3,424,400 in capital projects, vehicle replacements and new equipment. We have not included detailed descriptions of the items listed as they seem to be self-explanatory; details available on request. This is down from \$ 8.4 million last year, reflecting the completion of the large, bond-financed projects in the Long-Term Control Plan.

A small number of projects that were budgeted in the 2015-2016 fiscal year are being carried over into next year's budget as incomplete.

Completion of the North Wastewater Plant (Headworks) project in the third quarter of CY 2016 is the last piece necessary to complete our Long Term Control Plan (LTCP) as amended, as

required under a Consent Judgment with the Commonwealth of Kentucky. As we complete that long process, we look forward to termination of that judgment in the immediate future.

Our focus has shifted to Water System projects, including renovations at the North Water Plant, and planning for expansion/renovation at the South Water Plant. We have completed the first of a series of projects to renovate our nine water storage tanks with the Frontier Tank project. The Vine Street Tank is now under contract, and the College Tank will follow.

Also included in our plan is ongoing replacement of vehicles and upgrades to equipment, which we have not specified here, but will detail as the year progresses.

Based upon the limited funds available, our capital spending on new items in the 2016-2017 FY is restricted to \$ 2,500,000. We have included only one specific project under this category, the previously approved Vine Street Tank painting and rehab. Choosing to identify capital projects as we go through the year has worked well for us the last two years, where each project is brought to our Board in an Action Report, giving us the opportunity to review and discuss each project in depth. This allows us maximum flexibility to meet critical needs as the year passes, and increases Board oversight.

You have received a copy of our updated Strategic Plan under separate cover, which outlines our plans in the short and long terms for capital construction. This plan was first produced in 2014, and we'll continue to revise this blueprint yearly at about this time, to better tailor our budgeted capital expenditures to the needs identified in the plan, and to provide justification for our capital spending priorities.

A Final Note:

We want to thank our Administrative Staff for their diligence and hard work on this document. It represents a combined effort of many people. This group has an ongoing commitment to providing safe, clean, dependable, and reasonably priced water services, from intake to outfall.

HENDERSON WATER UTILITY

MANAGED BY THE CITY OF HENDERSON WATER & SEWER COMMISSION

Chairman

R. Paul Bird, Jr.

Board Members

Secretary

Commissioner George Jones

Commissioner John Henderson

Commissioner Gary L. Jennings, DMD

Commissioner Julie Wischer

General Manager

Tom Williams, P.E.

Department Directors

A. Leason Neel

Chief Finance Officer

Rodney Michael

Director of Field Operations

Kevin Roberts

Director of Plant Operations

Kenneth L. Ferry, P.E.

Chief Engineer

Tim Fischbeck

Information Technology Manager

John R. Baker, P.E.

Projects and Compliance Manager

Jeff Roberts

Automation Manager

Joe Bentley

Utility System Superintendent

Kevin Sturgill

GIS Manager

Glenn Fields

Utility System Superintendent

For information, please contact:

Henderson Water Utility

111 Fifth Street

Henderson, Kentucky 42420

270-826-2421

Henderson Water Utility
Operating Budget
For Year Ending June 30, 2017

	Budget For Year Ended June 30,2016	Budget For Year Ending June 30, 2017	% Budget To Budget Change
Operating Revenues			
Water Sales	\$ 7,556,325	\$ 7,556,325	
Water Penalties	28,435	28,435	
Water Fees	48,265	48,265	
Wastewater Sales	10,768,458	10,768,458	
Wastewater Penalties	37,932	37,932	
Wastewater Fees	189,595	189,595	
Intergovernmental	-	-	
Total Revenues and Contributions	<u>18,629,010</u>	<u>18,629,010</u>	0.00%
Salaries & Wages	4,168,209	4,362,020	4.65%
Overtime	205,926	209,476	1.72%
FICA	257,637	269,261	4.51%
Medicare	60,254	62,972	4.51%
Life Insurance	5,470	4,030	-26.33%
Medical Benefits	1,296,000	1,473,333	13.68%
Workmens Compensation	99,836	99,836	0.00%
Unemployment	9,221	9,221	0.00%
Retirement	746,227	853,956	14.44%
Medical Exams	6,000	6,000	0.00%
Clothing Allowance	18,975	19,525	2.90%
Cancer Ins.	8,195	10,325	25.98%
EAP	1,638	1,687	3.03%
Special Services	1,150	2,150	86.96%
Car Allowances	27,000	27,000	0.00%
Legal	35,000	35,000	0.00%
Trustee Expense	15,000	6,000	-60.00%
City Administrative Expense	601,000	636,000	5.82%
Contrib to Public Agency	47,500	47,500	0.00%
Insurance	278,100	292,005	5.00%
Accounting	20,000	21,000	5.00%
Depreciation	3,500,000	3,500,000	0.00%
Fuel	166,500	121,475	-27.04%
Tools & Small Equipment	128,650	196,350	52.62%
Office Furniture & Equipment	3,200	7,350	129.69%
Office and Field Supplies	178,800	203,374	13.74%
Chemicals	1,090,000	1,130,250	3.69%
Inventory	168,400	189,300	12.41%
Safety	55,400	66,200	19.49%
Repairs to Vehicles	70,200	50,200	-28.49%
Repairs to Equipment	277,300	194,800	-29.75%
Repairs to Structures	295,420	340,200	15.16%
Scada	34,424	44,914	30.47%
Telephone	50,271	73,647	46.50%
Dues & Subscriptions	14,448	19,178	32.74%
Continuing Education	64,440	75,866	17.73%
Utilities-Electric	1,410,154	1,748,205	23.97%
Utilities-Gas	37,050	37,050	0.00%
Miscellaneous	6,000	6,000	0.00%
Printing & Publications	4,300	11,600	169.77%
Contractual Services	1,220,052	1,113,400	-8.74%
Contract Labor	241,000	206,200	-14.44%
Rentals & Leases	56,315	64,215	14.03%
IT Expense	152,648	190,040	24.50%
Total Operating Expenses	<u>17,133,310</u>	<u>18,038,112</u>	5.28%
Net Operating Income	<u>\$ 1,495,700</u>	<u>\$ 590,898</u>	

Henderson Water Utility
Projected Cash Flow and
Unrestricted Investments
For Year Ending June 30, 2017

**Henderson Water Utility
 Projected Statement of Cash Flows
 For the Twelve Months Ended June 30, 2017**

Cash Flows from Operating Activities:	
Net Cash Provided by Operating Activities	<u>\$ 4,090,898</u>
Cash Flows from Non-Capital Financing Activities	
Distribution to the City of Henderson	(400,000)
Net Cash Used by Non-Capital Financing Activities	<u>(400,000)</u>
Cash Flows from Capital and Related Capital Activities:	
Acquisition and Construction of Capital Assets	(3,424,400)
Proceeds from Long-Term Debt	-
Principal Payment on Long-Term Debt	(2,251,146)
Interest Payment on Long-Term Debt	(991,409)
Contributed Capital - Government	<u>250,000</u>
Net Cash Used by Capital and Related Financing Activities	<u>(6,416,955)</u>
Cash Flows from Investing/Restricted Activities:	
Investment Income	25,000
Net Cash Provided (Used) by Investing/Restricted Activities:	<u>25,000</u>
Net Decrease in Cash and Unrestricted Investments	(2,701,057)
Cash and Unrestricted Investments and Designated Bond Proceeds, Beginning of Period	5,976,205
Cash and Unrestricted Investments and Designated Bond Proceeds, End of Period	<u><u>\$ 3,275,148</u></u>

Henderson Water Utility
Debt Service Payments
For Year Ending June 30, 2017

**Henderson Water Utility
 Projected Debt Service Schedule
 For Year Ending June 30, 2017**

	North Water	North Wastewater	North Stormwater	South Water	South Wastewater	For Year Ending 06/30/2017
2006 Bonds	129,805	31,574	157,871		31,574	\$ 350,825
2010 Series B		144,648				144,648
2012 Bonds		651,258				651,258
2013 Bonds		609,825				609,825
2014 Bonds	99,614	332,047		99,614		531,275
2015 B Bonds				91,699	91,699	183,399
2015 C Bonds			146,875			146,875
2016 B Bonds	218,558	249,780	156,113			624,450
	<u>\$ 447,977</u>	<u>\$ 2,019,132</u>	<u>\$ 460,859</u>	<u>\$ 191,313</u>	<u>\$ 123,274</u>	<u>\$ 3,242,555</u>
Debt Outstanding @ 6/30/16						\$ 40,032,239
New Debt						-
Portion of Debt Service Payments Representing Principal						(2,251,146)
Projected Debt Outstanding @ 6/30/17						<u>\$ 37,781,093</u>

Henderson Water Utility
Capital Budget
For Year Ending June 30, 2017

**Henderson Water Utility
Capital Budget
For Year Ending June 30, 2017**

Code / Project No. PROJECT	2015-2016 Approved	North Water	North Wastewater	Stormwater	South Water	South Wastewater	SOC	G&A
1802-0020 US 60W Water Booster Station	65,000	65,000						
1802-0035 NWWTP Headworks Project	100		100					
1802-0036 NWTP Rehabilitation	100	100						
1802-0051 SWTP Rehabilitation	170,000				170,000			
1802-0053 Countryview Subdivision Stormwater (50/50 project with City)	400,000			400,000				
1802-0054 Frontier Tank Project	35,000	35,000						
1802-0058 Atkinson Park Sewershed	64,000		64,000					
1802-0059 College Tank Project	12,000	12,000						
1802-0061 Finley Addition	13,000		13,000					
1802-0063 Clarifier Paint & Pipe	100				100			
1802-0064 North Main Street Pressure Zone	165,000	165,000						
1804-0014 Admin Bldg Improvements	100							100
Total Carryforward	924,400	277,100	77,100	400,000	170,100	-	-	100
1802-0060 Vine Street Tank Project	890,700	890,700						
Unidentified Capital Projects	1,609,300							
New Projects	2,500,000	890,700	-	-	-	-	-	-
Total Capital Budget	\$ 3,424,400	\$ 1,167,800	\$ 77,100	\$ 400,000	\$ 170,100	\$ -	\$ -	\$ 100

Henderson Water Utility
Budgeted Positions
For Year Ending June 30, 2017

Location / Department	Job Classification	Full Time Positions	
		Budgeted Positions	
		FY 15-16	FY 16-17
NWTP 01-811	Treatment Plant Operator Chief	1	1
	Water Treatment Operator, II	5	5
	Water Treatment Operator, I	2	2
	Water Quality Specialist	1	2
	Total	9	10
NWWTP 01-836	Treatment Plant Operator Chief	1	1
	Wastewater Treatment Operator, II	5	4
	Wastewater Treatment Operator, I	4	3
	Water Quality Specialist	1	1
	Treatment Plant Operator I (Part Time/Sludge Press)	0	0
	Treatment Plant Operator I (Full Time/Sludge Press)	1	0
	Total	12	9
PRE-TREAT 01-837	Environmental Compliance & Pretreatment Coordinator	1	1
	Total	1	1
SWTP 02-811	Treatment Plant Operator Chief	1	1
	Water Treatment Operator, II	5	5
	Water Treatment Operator, I	2	2
	Total	8	8
SWWTP 02-836	Treatment Plant Operator Chief	1	1
	Wastewater Treatment Operator, II	4	4
	Wastewater Treatment Operator, I	3	3
	Total	8	8
HWU ADMIN 03-803	HWU General Manager - Full Time Contract Employee	1	1
	HWU Chief Financial Officer - Full Time Contract Employee	1	1
	Director of Engineering - Full Time Contract Employee	1	1
	HWU Purchasing Manager	1	1
	Information Technology Manager	1	1
	Administrative Assistant	1	1
	Secretary, Senior	1	1
	Total	7	7
SOC: ADMIN & ENG 04-861	Director of Field Operations	1	1
	Director of Plant Operations	1	1
	HWU Chief Engineer	1	1
	Projects & Compliance Manager	1	1
	HWU Utility System Superintendent	2	2
	HWU Assistant Utility System Superintendent	1	1
	HWU Construction Inspector	1	1
	HWU Automation Manager	1	1
	HWU Safety & Training Coordinator	1	1
	Engineering Technician	1	1
	GIS Manager	1	1
	GIS Analyst	1	1
	Inventory Control Technician	1	1
	Receiving/Inventory Clerk	0	1
	Administrative Assistant	1	1
	Secretary, Senior (SOC)	1	1
Secretary	1	1	
Total	17	18	

Location / Department	Job Classification	Full Time Positions	
		Budgeted Positions	
		FY 15-16	FY 16-17
SOC: DIST - COLLECT- MAINT 04-862	Utility System Crew Leader	3	5
	Utility System Worker I	7	9
	Utility System Worker II	4	6
	Utility System Worker III	3	5
	Utility System Specialist	1	1
	HWU Maintenance Technician Sr	2	2
	HWU Maintenance Crew Leader	2	2
	HWU Maintenance Technician I	2	4
	HWU Maintenance Technician II	5	5
	Utility Locator/Geospatial Technician	1	1
	Total	30	40
SOC: AUTOMATION 04-863	HWU Automation Specialist	2	2
	Total	2	2
SOC: SUPPORT 04-864	Utility System Crew Leader	2	0
	Utility System Worker III	2	0
	Utility System Worker II	2	0
	Vehicle Mechanic	1	1
	Maintenance Welder	1	1
	Total	8	2
TOTAL NUMBER OF BUDGETED FULL TIME EMPLOYEES		102	105
Part Time & Seasonal Positions			
NWTP 01-811 NWWTP 01-836 SWTP 02-811 SWWTP 02-836 SOC 04-861 SOC 04-861 SOC 04-862 SOC 04-862 SOC 04-864 SOC 04-864	HWU Seasonal Positions	1	1
	HWU Seasonal Positions	1	1
	HWU Seasonal Positions	1	1
	HWU Seasonal Positions	1	1
	Secretary	0	0
	Treatment/Engineering Interns - Seasonal	2	2
	Utility System Worker Seasonal	0	4
	HWU Seasonal Positions	0	3
	Utility System Worker Seasonal	4	0
	HWU Seasonal Positions	4	1
	TOTAL BUDGETED PT & SEASONAL EMPLOYEES	14	14
HWU Admin 03-803 Commissioners	HWU Commissioner	5	5
	TOTAL BUDGETED W&S COMMISSIONERS	5	5
TOTAL NUMBER OF BUDGETED HWU EMPLOYEES		121	124

Note: While there are 14 positions total in the Water Treatment Operator I and II classifications, there will never be more than 10 of those positions filled.

While there are 16 positions total in the Wastewater Treatment Operator I and II classifications, there will never be more than 9 of those positions filled.

While there are 11 positions total in the Maintenance Technician I and II, and Sr. classifications, there will never be more than 9 of those positions filled.

While there are a total of 20 positions in the Utility Worker I, II & III classifications, there will never be more than 18 of those positions filled.

City of Henderson, Kentucky
Job Classifications, Grades
and Salary Ranges
For Year Ending June 30, 2017

City of Henderson, Kentucky
Grade & Salary Ranges
Effective July 1, 2016

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
1	18,469.76	22,164.44	26,780.72
2	19,563.11	23,474.57	28,365.65
3	20,655.31	24,785.92	29,950.61
4	21,748.67	26,097.20	31,534.37
5	22,840.84	27,408.51	33,119.33
6	23,931.80	28,719.83	34,701.91
7	25,026.35	30,031.17	36,288.04
8	26,117.35	31,341.28	37,870.62
9	27,210.71	32,652.60	39,455.58
10	28,302.87	33,963.93	41,040.52
11	29,396.21	35,274.03	42,623.10
12	30,488.40	36,586.53	44,208.06
13	31,580.57	37,896.68	45,791.82
13.5	34,262.43	40,026.54	45,791.82
14	32,673.93	39,208.01	47,377.97
15	33,766.09	40,519.32	48,959.37
15.5	34,996.84	41,978.70	48,959.37
16	34,858.26	41,829.46	50,544.29
17	35,951.63	43,140.78	52,129.26
18	37,043.81	44,452.08	53,714.20
19	38,135.98	45,763.40	55,297.98
20	39,228.14	47,074.72	56,880.58
21	40,321.49	48,386.05	58,466.70
22	41,413.66	49,696.17	60,049.28
23	42,505.84	51,007.46	61,634.22
24	43,599.21	52,318.80	63,219.18
25	44,691.38	53,628.92	64,802.94
26	45,784.72	54,941.41	66,386.71
27	46,875.71	56,710.00	67,970.48
28	47,970.24	57,562.88	69,556.63
29	49,061.24	58,874.17	71,138.01
30	50,155.77	60,185.52	72,725.35
31	51,246.74	61,495.65	74,307.92
32	52,340.11	62,806.93	75,892.87
33	53,432.28	64,118.26	77,476.64
34	54,523.27	65,429.59	79,059.20
35	55,617.81	66,740.89	80,645.36
36	56,708.78	68,051.03	82,229.11
37	57,803.32	69,363.54	83,814.07
38	58,894.32	70,673.67	85,397.83
39	59,987.69	71,983.79	86,981.61
40	61,079.83	73,296.30	88,565.37
41	62,172.01	74,606.43	90,149.15
42	63,265.39	75,917.75	91,735.28
43	64,357.55	77,229.07	93,317.85
44	65,450.91	78,540.37	94,903.99
45	66,543.07	79,850.50	96,486.57
46	67,635.27	81,161.82	98,071.54
47	68,727.42	82,473.14	99,656.47
48	69,819.59	83,784.45	101,237.89
49	70,912.97	85,095.77	102,824.02
50	72,005.12	86,405.89	104,407.78

City of Henderson, Kentucky Job Classifications & Grades

Code	Grade	Classification Title	<u>FLSA</u>
7001	3	Cashier-Recreation	N
6000	3	Custodial Worker	N
1001	3	School Crossing Guard	N
4000	5	Grounds/Maintenance Worker	N
4001	5	Sanitation Worker	N
4003	6	Crew Worker	N
4342	6	HWU Sludge Press Operator	N
4002	6	Sanitation Worker, Senior	N
4202	6	Vehicle Servicer Helper	N
0301	7	Account Clerk	N
4007	7	Landscape Technician	N
0112	7	Office Assistant	N
1000	7	Parking Enforcement Officer	N
0201	8	Data Entry Operator	N
6102	8	Municipal Facilities Assistant	N
7005	8	Recreation Center Worker	N
4203	8	Vehicle Servicer	N
0306	9	Account Representative	N
0307	9	Administrative Clerk	N
4004	9	Crew Worker, Senior	N
4040	9	Equipment Operator	N
3012	9	Gas System Worker	N
4006	9	Golf Course Maintenance Worker	N
4349	9	HWU Receiving/Inventory Clerk	N
0060	9	HWU Secretary	N
4312	9	HWU Utility System Worker I	N
3304	9	Meter Reader	N
0391	9	Occupational Tax Representative	N
4009	9	Scale Operator	N
0060	9	Secretary	N
3701	10	Bus Operator	N
4204	10	Bus Preventive Maintenance Technician	N
0302	10	HWU Inventory Control Technician	N
4325	10	HWU Maintenance Technician I	N
4330	10	HWU Wastewater Treatment Operator I	N
4321	10	HWU Water Treatment Operator I	N
0302	10	Inventory Control Technician	N
0304	11	Account Technician	N
4041	11	Equipment Operator, Senior	N
3005	11	Gas Distribution Technician	N
0061	11	HWU Secretary, Senior	N
4315	11	HWU Utility System Worker II	N
0061	11	Secretary, Senior	N
1302	12	Communications Officer	N
3105	12	Gas Measurement Technician	N
3001	12	Gas System Equipment Operator	N
0508	12	Human Resources Assistant	N
1202	12	Property Maintenance Inspector	N
3303	12	Utilities Servicer	N

Includes HWU Changes – To be substituted with official version after City Budget is complete

City of Henderson, Kentucky Job Classifications & Grades

Code	Grade	Classification Title	<u>FLSA</u>
1304	13	Communications Officer, Lead	N
3104	13	Engineering Technician	N
3104	13	HWU Engineering Technician	N
4313	13	HWU Utility Locator/Geospatial Technician	N
0210	13	Information Technology Operations Technician	N
0064	13	Legal Secretary	N
6104	13	Municipal Facilities Worker	N
1102	13.5	Firefighter	N
1100	13.5	Firefighter-In-Training (hrly)	N
1101	13.5	Firefighter-In-Training (shift)	N
1004	13.5	Police Officer	N
0305	14	Account Technician, Senior	N
0063	14	Administrative Secretary	N
0062	14	Benefits Coordinator	N
3108	14	Gas Servicer	N
4043	14	Heavy Equipment Operator	N
0063	14	HWU Administrative Assistant	N
4326	14	HWU Maintenance Technician II	N
4206	14	HWU Mechanic	N
4319	14	HWU Utility System Worker III	N
0390	14	Occupational Tax Representative, Senior	N
4206	14	Vehicle Mechanic	N
4044	15	Heavy Equipment Operator, Senior	N
6106	15	Municipal Facilities Worker, Senior	N
7006	15	Recreation Facilities Supervisor	E
1103	15.5	Fire Driver - Engineer	N
1204	16	Code Inspector	N
8100	16	Community Development Specialist	N
1203	16	Development Liaison	N
4355	16	HWU Environmental Compliance & Pretreatment Coordinator	N
4326	16	HWU Wastewater Treatment Operator II	N
3100	16	HWU Welder/Fabricator	N
3100	16	Maintenance Welder	N
0215	16	PC Support Specialist	N
4211	16	Transit Mechanic Supervisor	N
0010	17	Executive Assistant	N
3002	17	Gas Distribution Crew Leader	N
0510	17	Human Resources Specialist	N
4303	17	HWU Construction Crew Leader	N
4340	17	HWU GIS Analyst	N
4302	17	HWU Utility System Crew Leader	N
4304	17	HWU Utility System Specialist	N
4356	17	HWU Water Quality Specialist	N
1306	17	Radio Network Systems Technician	N
0311	17	Revenue Supervisor	N
0212	17	System Administrator	N
3308	17	Utility Billing Supervisor	N

City of Henderson, Kentucky Job Classifications & Grades

Code	Grade	Classification Title	<u>FLSA</u>
1104	18	Fire Lieutenant	N
4010	18	Golf Course Manager	E
4337	18	HWU Construction Inspector	N
4327	18	HWU Maintenance Technician, Senior	N
4334	18	HWU Water Treatment Operator II	N
1008	18	Police Sergeant	N
1106	20	Fire Captain	N
3003	20	Gas System Analyst	N
4335	20	HWU Maintenance Team Leader	N
4307	20	HWU Safety & Training Coordinator	N
0515	20	Safety & Training Coordinator	N
8020	21	Executive Director, Human Relations Commission	E
3004	21	Gas Construction Supervisor	N
3110	21	Gas Technical Supervisor	N
4341	21	HWU Assistant Utility System Superintendent	N
4338	21	HWU Automation Specialist	N
4334	21	HWU Wastewater Treatment Operator Chief	N
4333	21	HWU Water Treatment Operator Chief	N
4101	21	Parks and Cemeteries Superintendent	E
1311	22	Communications Supervisor	E
0213	22	Network Administrator	N
1012	22	Police Lieutenant	E
7010	23	Recreation Program Manager	E
1208	24	Code Inspector, Senior	N
2302	24	Engineering Assistant	E
4332	24	HWU GIS Manager	E
0221	24	Programmer Analyst	N
0020	25	City Clerk	E
4328	25	HWU Purchasing Manager	E
1110	27	Assistant Fire Chief	N
1014	27	Police Major	E
4106	28	Garage Superintendent	E
1210	30	Code Administrator	E
3006	30	Gas Distribution Superintendent	E
4329	30	HWU Construction Superintendent	E
4311	30	HWU Utility System Superintendent	E
4108	30	Sanitation Superintendent	E
4110	30	Street Superintendent	E
3711	30	Transit Superintendent	E
2310	31	Engineer	E
4314	31	HWU Projects & Compliance Manager	E
6110	31	Municipal Facilities Superintendent	E
0230	33	Applications Programming Manager	E
3008	33	Gas Distribution Engineer	E
4339	33	HWU Automation Manager	E
4331	33	HWU Information System Manager	E
0314	35	Accounting Manager	E
1016	35	Deputy Police Chief	E
0315	36	Assistant Finance Director	E

**City of Henderson, Kentucky
Job Classifications & Grades**

Code	Grade	Classification Title	<u>FLSA</u>
2320	37	City Engineer	E
3010	37	Gas Operations Manager	E
4308	37	HWU Chief Engineer	E
0520	38	Director, Human Resources	E
4357	38	HWU Director of Plant Operations	E
4310	42	HWU Director of Field Operations	E
1120	43	Fire Chief	E
1020	44	Police Chief	E
3020	45	Director, Gas System	E
0321	47	Director, Finance	E

PROPOSED

City of Henderson, Kentucky Job Classifications & Grades

Code	Grade	Classification Title	<u>FLSA</u>
A			
0301	7	Account Clerk	N
0306	9	Account Representative	N
0304	11	Account Technician	N
0305	14	Account Technician, Senior	N
0314	35	Accounting Manager	E
0307	9	Administrative Clerk	N
0063	14	Administrative Secretary	N
0230	33	Applications Programming Manager	E
0315	36	Assistant Finance Director	E
1110	27	Assistant Fire Chief	N
B			
0062	14	Benefits Coordinator	N
3701	10	Bus Operator	N
4204	10	Bus Preventive Maintenance Technician	N
C			
7001	3	Cashier-Recreation	N
0020	25	City Clerk	E
2320	37	City Engineer	E
1210	30	Code Administrator	E
1204	16	Code Inspector	N
1208	24	Code Inspector, Senior	N
1302	12	Communications Officer	N
1304	13	Communications Officer, Lead	N
1311	22	Communications Supervisor	E
8100	16	Community Development Specialist	N
4003	6	Crew Worker	N
4004	9	Crew Worker, Senior	N
6000	3	Custodial Worker	N
D			
0201	8	Data Entry Operator	N
1016	35	Deputy Police Chief	E
1203	16	Development Liaison	N
0321	47	Director, Finance	E
3020	45	Director, Gas System	E
0520	38	Director, Human Resources	E
E			
2310	31	Engineer	E
2302	24	Engineering Assistant	E
3104	13	Engineering Technician	N
4040	9	Equipment Operator	N
4041	11	Equipment Operator, Senior	N
0010	17	Executive Assistant	N
8020	21	Executive Director, Human Relations Commission	E

Includes HWU Changes – To be substituted with official version after City Budget is complete

City of Henderson, Kentucky Job Classifications & Grades

Code	Grade	Classification Title	<u>FLSA</u>
F			
1106	20	Fire Captain	N
1120	43	Fire Chief	E
1103	15.5	Fire Driver - Engineer	N
1104	18	Fire Lieutenant	N
1102	13.5	Firefighter	N
1100	13.5	Firefighter-In-Training (hrly)	N
1101	13.5	Firefighter-In-Training (shift)	N
G			
4106	28	Garage Superintendent	E
3004	21	Gas Construction Supervisor	N
3002	17	Gas Distribution Crew Leader	N
3008	33	Gas Distribution Engineer	E
3006	30	Gas Distribution Superintendent	E
3005	11	Gas Distribution Technician	N
3105	12	Gas Measurement Technician	N
3010	37	Gas Operations Manager	E
3108	14	Gas Servicer	N
3003	20	Gas System Analyst	N
3001	12	Gas System Equipment Operator	N
3012	9	Gas System Worker	N
3110	21	Gas Technical Supervisor	N
4006	9	Golf Course Maintenance Worker	N
4010	18	Golf Course Manager	E
4000	5	Grounds/Maintenance Worker	N
H			
4043	14	Heavy Equipment Operator	N
4044	15	Heavy Equipment Operator, Senior	N
0508	12	Human Resources Assistant	N
0510	17	Human Resources Specialist	N
0063	14	HWU Administrative Assistant	N
4341	21	HWU Assistant Utility System Superintendent	N
4339	33	HWU Automation Manager	E
4338	21	HWU Automation Specialist	N
4308	37	HWU Chief Engineer	E
4303	17	HWU Construction Crew Leader	N
4337	18	HWU Construction Inspector	N
4329	30	HWU Construction Superintendent	E
4310	42	HWU Director of Field Operations	E
4357	38	HWU Director of Plant Operations	E
3104	13	HWU Engineering Technician	N
4355	16	HWU Environmental Compliance & Pretreatment Coordinator	N
4340	17	HWU GIS Analyst	N
4332	24	HWU GIS Manager	E
4331	33	HWU Information System Manager	E
0302	10	HWU Inventory Control Technician	N
4335	20	HWU Maintenance Team Leader	N
4325	10	HWU Maintenance Technician I	N
4326	14	HWU Maintenance Technician II	N

City of Henderson, Kentucky Job Classifications & Grades

Code	Grade	Classification Title	FLSA
4327	18	HWU Maintenance Technician, Senior	N
4206	14	HWU Mechanic	N
4314	31	HWU Projects & Compliance Manager	E
4328	25	HWU Purchasing Manager	E
4349	9	HWU Receiving/Inventory Clerk	N
4307	20	HWU Safety & Training Coordinator	N
0060	9	HWU Secretary	N
0061	11	HWU Secretary, Senior	N
4342	6	HWU Sludge Press Operator	N
4313	13	HWU Utility Locator/Geospatial Technician	N
4302	17	HWU Utility System Crew Leader	N
4304	17	HWU Utility System Specialist	N
4311	30	HWU Utility System Superintendent	E
4312	9	HWU Utility System Worker I	N
4315	11	HWU Utility System Worker II	N
4319	14	HWU Utility System Worker III	N
4334	21	HWU Wastewater Treatment Operator Chief	N
4330	10	HWU Wastewater Treatment Operator I	N
4326	16	HWU Wastewater Treatment Operator II	N
4356	17	HWU Water Quality Specialist	N
4333	21	HWU Water Treatment Operator Chief	N
4321	10	HWU Water Treatment Operator I	N
4334	18	HWU Water Treatment Operator II	N
3100	16	HWU Welder/Fabricator	N
I			
0210	13	Information Technology Operations Technician	N
0302	10	Inventory Control Technician	N
L			
4007	7	Landscape Technician	N
0064	13	Legal Secretary	N
M			
3100	16	Maintenance Welder	N
3304	9	Meter Reader	N
6102	8	Municipal Facilities Assistant	N
6110	31	Municipal Facilities Superintendent	E
6104	13	Municipal Facilities Worker	N
6106	15	Municipal Facilities Worker, Senior	N
N			
0213	22	Network Administrator	N
O			
0390	14	Occupational Tax Representative, Senior	N
0391	9	Occupational Tax Representative	N
0112	7	Office Assistant	N

City of Henderson, Kentucky Job Classifications & Grades

Code	Grade	Classification Title	<u>FLSA</u>
P			
1000	7	Parking Enforcement Officer	N
4101	21	Parks and Cemeteries Superintendent	E
0215	16	PC Support Specialist	N
1020	44	Police Chief	E
1012	22	Police Lieutenant	E
1014	27	Police Major	E
1004	13.5	Police Officer	N
1008	18	Police Sergeant	N
0221	24	Programmer/Analyst	N
1202	12	Property Maintenance Inspector	N
R			
1306	17	Radio Network Systems Technician	N
7005	8	Recreation Center Worker	N
7006	15	Recreation Facilities Supervisor	E
7010	23	Recreation Program Manager	E
0311	17	Revenue Supervisor	N
S			
0515	20	Safety & Training Coordinator	N
4108	30	Sanitation Superintendent	E
4001	5	Sanitation Worker	N
4002	6	Sanitation Worker, Senior	N
4009	9	Scale Operator	N
1001	3	School Crossing Guard	N
0060	9	Secretary	N
0061	11	Secretary, Senior	N
4110	30	Street Superintendent	E
0212	17	System Administrator	N
T			
4211	16	Transit Mechanic Supervisor	N
3711	30	Transit Superintendent	E
U			
3308	17	Utility Billing Supervisor	N
3303	12	Utilities Servicer	N
V			
4206	14	Vehicle Mechanic	N
4203	8	Vehicle Servicer	N
4202	6	Vehicle Servicer Helper	N

City Commission Memorandum
16-106

May 20, 2016

TO: Mayor Steve Austin and the Board of Commissioners

FROM: Russell R. Sights, City Manager 

SUBJECT: Adoption of Fiscal 2017 Budget and Appropriations

An item for the agenda of Tuesday, May 24, 2016 is first reading of an ordinance adopting the Fiscal 2017 Budget and Appropriation Ordinance for the fiscal year commencing July 1, 2016.

The budget reflects the changes as discussed in the May 18, 2016 work session which are enumerated in the attached memorandum from Robert Gunter, Director of Finance.

The Fiscal 2017 appropriation totals \$80,747,000.00 which includes \$31,930,000.00 for the General Fund, \$16,540,000.00 for the Natural Gas Fund, and \$7,543,000.00 for the Health Insurance Fund.

I want to express my appreciation to all City employees who participated in any way with the preparation of this proposed budget. I also want to thank the Mayor and Commissioners for their consideration and support.

Your approval of the attached ordinance is requested.

c: Robert Gunter
Paul Titzer

FINANCE DEPARTMENT MEMORANDUM
16-23 Revised

May 19, 2016

TO: Russell Sights, City Manager

FROM: Robert Gunter, Finance Director

SUBJECT: Changes to the Fiscal 2017 Draft Budget

Based on the discussions from the budget work session, the following are the changes that have been made to the Fiscal 2017 Draft Budget.

General Fund:

- Planning/GIS account number 10-90-298-4456: The total was reduced by \$3,500 from \$346,170 to \$342,670. This was done to match the budget changes requested by Henderson County.
- Golf overtime account number 10-35-452-4104: The total was increased by \$2,000 from \$2,810 to \$4,810. This is due to the new FLSA overtime regulations that will become effective December 1, 2016.
- Recreation overtime account number 10-35-454-4104: The total was increased by \$2,000 from \$870 to \$2,870. This is due to the new FLSA overtime regulations that will become effective December 1, 2016.
- Reserve for Contingency account number 10-90-298-4711: This was decreased by \$500 from \$69,800 to \$69,300. The various adjustments above were applied to this account.

The General Fund's Fiscal 2017 budget remains at \$31,930,000.

Sanitation Fund:

- Walks, Drives and Fences account number 57-45-345-4611: \$18,000 was added for concrete and dirt work to construct a construction and demolition debris transfer area for the landfill.

The Sanitation Fund's Fiscal 2016 budget will increase to \$3,262,000.

A revised budget ordinance is attached.



Robert Gunter

ORDINANCE NO. _____

BUDGET AND APPROPRIATION ORDINANCE
FOR THE FISCAL YEAR COMMENCING JULY 1,
2016 AND ENDING JUNE 30, 2017 FOR THE CITY
OF HENDERSON, KENTUCKY

WHEREAS, the City Manager has prepared a proposed Annual Budget for fiscal year commencing July 1, 2016, and ending June 30, 2017, pursuant to KRS 83A.150; and

WHEREAS, KRS 91A.030 requires the adoption of the budget and the appropriation ordinance by the Board of Commissioners based upon the budget submitted by the City Manager.

NOW, THEREFORE, BE IT ORDAINED by the City of Henderson, Kentucky, as follows:

1. The budget submitted to the Board of Commissioners by the City Manager is hereby adopted and approved and said budget is incorporated herein by reference, and three copies thereof, signed by the Mayor, shall be kept on file in the office of the City Clerk as part of the public record of the City.

2. There is hereby appropriated from the General and Special Fund Accounts of the City of Henderson and allocated to the various Funds of the City the following amounts:

FISCAL 2017 BUDGET
APPROPRIATION

GENERAL FUND

GENERAL FUND EXPENDITURE TOTAL	\$ 26,720,000
TRANSFER TO PWI	1,109,000
TRANSFER TO MASS TRANSIT	684,000
TRANSFER TO CONSTRUCTION FUND	420,000
TRANSFER TO EMERGENCY COMM.	967,000
TRANSFER TO POLICE/FIRE PENSION	404,000
TRANSFER TO CIVIL SERVICE PENSION	179,000
TRANSFER TO CEMETERY	204,000
TRANSFER TO BOND FUND	1,243,000
TOTAL GENERAL FUND	<u>\$ 31,930,000</u>

NATURAL GAS FUND	\$	16,540,000
HEALTH REIMBURSEMENT ARRANGE.		420,000
CIVIL SERVICE PENSION FUND		185,000
POLICE & FIRE PENSION FUND		404,000
CEMETERY FUND		405,000
HEALTH INSURANCE FUND		7,543,000
BOND FUND		4,308,000
PUBLIC WAY IMPROVEMENT FUND		1,765,000
CONSTRUCTION FUND		9,124,000
FLOOD MITIGATION FUND		861,000
HART OPERATING FUND		1,649,000
SANITATION FUND		3,262,000
EMERGENCY COMMUNICATIONS FUND		1,839,000
COMMUNITY DEVELOPMENT FUND		510,000
POLICE INVESTIGATION FUND		20,000
TRI-COUNTY RECYCLING		20,000

3. The number and classifications of City employees as recited in the Annual Budget is approved as presented.

4. \$4,000 of the Fire Department's Personnel Service Expense will be designated as Investigative Other Pay.

5. The City Manager is authorized to hire an additional two (2) police officers when it is deemed necessary by the Chief of Police and the City Manager due to the length of training necessary for this position.

6. This Ordinance shall be effective as of July 1, 2016.

On first reading of the foregoing ordinance, it was moved by Commissioner _____, seconded by Commissioner _____, that the ordinance be adopted on its first reading.

On roll call the vote stood:

Commissioner Royster _____
Commissioner Mills _____
Commissioner Johnston _____

Commissioner Hite _____
Mayor Austin _____

WHEREUPON, Mayor Austin declared the ordinance adopted on first reading and ordered that it be presented for second reading at a regular meeting of the Board of Commissioners.

On second reading of the foregoing ordinance, it was moved by Commissioner _____, seconded by Commissioner _____, that the ordinance be adopted.

WHEREUPON, the vote was called, on roll call the vote stood:

Commissioner Royster _____
Commissioner Mills _____
Commissioner Johnston _____

Commissioner Hite _____
Mayor Austin _____

WHEREUPON, Mayor Austin declared the ordinance adopted, affixed his signature and the date and ordered it be recorded.

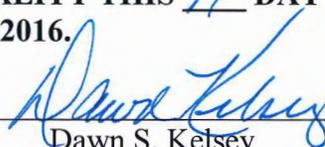
Steve Austin, Mayor

Date

ATTEST:

Maree Collins, City Clerk

**APPROVED AS TO FORM AND
LEGALITY THIS 19 DAY OF
May, 2016.**

By: 

Dawn S. Kelsey
City Attorney

City Commission Memorandum
16-110

May 20, 2016

TO: Mayor Steve Austin and the Board of Commissioners

FROM: Russell R. Sights, City Manager 

SUBJECT: Amend and Restate Interlocal Agreement between City and Henderson County, Webster County and Union County for Solid Waste Recycling Alliance

The accompanying resolution authorizes the execution of an Amended and Restated Interlocal Agreement between the City of Henderson, Henderson County, Webster County and Union County for a solid waste recycling alliance.

The City of Henderson ("City") and the Kentucky Counties of Henderson, Union and Webster ("Counties") have amended and restated an agreement for the establishment and operation of a Solid Waste Recycling Alliance (a/k/a Tri-County Recycling).

This Agreement shall become effective upon its adoption by the governing body of all parties and shall terminate in five years, with automatic five year extensions, unless terminated by agreement by all of the other parties.

Your approval of the attached resolution is requested.

c: Dawn Kelsey
Buzzy Newman
Robert Gunter
Brian Williams

RESOLUTION NO. _____

RESOLUTION APPROVING AMENDED AND RESTATED INTERLOCAL COOPERATION AGREEMENT BETWEEN THE CITY OF HENDERSON, HENDERSON COUNTY, WEBSTER COUNTY, AND UNION COUNTY WHICH ESTABLISHES A SOLID WASTE RECYCLING ALLIANCE WITH TRI-COUNTY RECYCLING ALLIANCE, INC. AS THE ADMINISTERING AGENCY

WHEREAS, the City of Henderson is presently a party to an Interlocal Cooperation Agreement with Henderson County, Union County, and Webster County which established a solid waste recycling alliance and designated Tri-County Recycling Alliance, Inc. as the administering agency; and

WHEREAS, due to market downturns in recyclable commodities, the entities have been forced to reevaluate the economic viability of the operation of the Tri-County Regional Recycling Center located in Henderson, Kentucky; and

WHEREAS, the parties agree that cessation of operation of the regional center requires suspension of some of the responsibilities that members have under the existing interlocal agreement, including, but not limited to, delivery of recyclable goods to the center for processing; and

WHEREAS, at its May 16, 2016, the Board of Solid Waste Recycling Alliance and the Tri-County Recycling Alliance, Inc., voted to recommend the adoption of the Amended and Restated Interlocal Cooperation Agreement attached hereto and marked as Exhibit A;

NOW, THEREFORE, BE IT RESOLVED by the City of Henderson, Kentucky that the Amended and Restated Solid Waste Recycling Alliance Interlocal Cooperation Agreement, a copy of which is attached hereto and made a part hereof, marked Exhibit "A", is hereby approved, and the Mayor is authorized to execute the agreement on behalf of the City of Henderson.

On motion of Commissioner _____, seconded by Commissioner _____, that the foregoing Resolution be adopted, the vote was called.

On roll call the vote stood:

Commissioner Royster _____	Commissioner Hite _____
Commissioner Mills _____	Mayor Austin _____
Commissioner Johnston _____	

WHEREUPON, Mayor Austin declared the Resolution adopted, affixed his signature and the date thereto and ordered that the same be recorded.

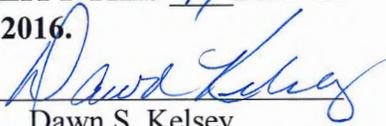
ATTEST:

Steve Austin, Mayor
Date: _____

Maree Collins, City Clerk

**APPROVED AS TO FORM AND
LEGALITY THIS 17 DAY OF
MAY, 2016.**

By: _____



Dawn S. Kelsey
City Attorney

AMENDED AND RESTATED
SOLID WASTE RECYCLING ALLIANCE
INTERLOCAL COOPERATION AGREEMENT

An amended and restated Interlocal Cooperation Agreement for the establishment and operation of a Solid Waste Recycling Alliance (also known as the Tri-County Recycling) for the Kentucky Counties of Henderson, Union and Webster and the City of Henderson.

THIS AGREEMENT, made and entered into on the dates indicated hereinbelow, as evidenced by the dates executed by the Parties, which shall take effect upon approval by the Department of Local Government and filing a certified copy with the county clerk of each County and the Secretary of State by and between the counties of Henderson, Union and Webster (“Counties”), and the city of Henderson (“City”). All Counties and the City validly existing under the constitution, statutes, and laws of the Commonwealth of Kentucky, acting by and through their duly authorized Judge Executives and Mayors.

WITNESSETH:

WHEREAS, it is the policy and goal of the Commonwealth of Kentucky, as set forth in KRS 224.43-010 et seq., to limit and reduce the amount of solid waste disposed in municipal solid waste facilities in the Commonwealth through reduction in the amount of waste generated, reuse of solid waste, waste recycling or yard waste composting, and resource recovery, and to encourage a regional approach to solid waste management; and

WHEREAS, the obligations of KRS 224.43-340 to 224.43-435 require plans to reduce the need for land disposal of solid waste through provision of recycling opportunities; and

WHEREAS, the governing bodies of the Counties and City pursuant to the Kentucky Revised Statutes, Section 65.210 et seq. have the power to enter into agreements in order to provide for the use of property on the basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities; and

WHEREAS, the Counties and City have previously determined, and hereby further determine, that all parties are in need of a Regional Recycling Center, as defined herein;

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth herein, the parties agree as follows:

1. DURATION: The duration of this Agreement shall be perpetual for a period of five (5) years, with automatic five (5) year extensions, unless terminated by agreement by all of the parties. Any party may withdraw from this agreement upon a ninety (90) day written notice to all other parties. In the event of the withdrawal of any party, all assets and funds shall remain with the remaining parties. In the event of termination of this agreement by all parties, the funds and assets shall be divided on an equitable basis and given to the parties.

2. DESIGNATION OF ADMINISTERING AGENCY: For purposes of this Solid Waste Recycling Alliance and Program, all of the parties to this agreement designate TRI-COUNTY RECYCLING ALLIANCE, INC., to be the administering agency. The administering agency designation shall remain in effect until such time as this Agreement is amended or modified.

A. PURPOSE: The purpose of this Agreement is to establish and maintain a Solid Waste Recycling Alliance and Program and operate same within the Kentucky Legislative Boundaries of Henderson, Union and Webster Counties and the City of Henderson.

B. MEMBERSHIP: The membership of the Board of Directors will consist of the Parties to this Agreement.

C. STRUCTURE OF BOARD. The Tri-County Recycling Alliance Board of Directors membership will be based upon the following formula: number of Parties to this Agreement multiplied by two (2). The membership will include the County Judge/Executive of each participating county, or his/her designee, the Mayor from each participating city, or his/her representative, and five (5) at-large members. The at-large member for each County shall be the Solid Waste Coordinators from each County. The at-large member for the City shall be appointed by the Mayor. The Board of Directors may choose to create an executive board to handle such business as it may designate from time to time, subject to the approval of the full board of Directors. In the event that a Party terminates this Agreement, under Section 8.2, or a Party is removed based upon Breach of this Agreement pursuant to Section 8.4, the County Judge/Executive, or his/her designee, and the at-large member appointed from that County or the Mayor, or his/her representative, and the at-large member appointed from that City shall be removed from the Board of Directors as of the date the Party's obligation under this Agreement is terminated.

D. TERMS FOR BOARD OF DIRECTORS. Terms for the County Judge/Executive and Mayors will be the term of their office. At-Large Board members will serve during his or her employment as Solid Waste Coordinator. The at-large member for the City shall serve for a period of one (1) year and the language of this Agreement shall not preclude an at-large member for the City to serve more than one (1) term.

E. POWER AND AUTHORITIES OF BOARD: The board will be the guiding and policy-making body of the alliance. The board may hire a coordinator to carry out day-to-day business activities of the alliance.

F. MANNER OF FINANCING: The parties hereby agree to establish a Solid Waste Recycling Fund to be administered by the TRI-COUNTY RECYCLING ALLIANCE, INC. The purpose of the fund shall be to provide for the operating expenses of the aforesaid corporation. Each participating party agrees to contribute to the fund ONE THOUSAND DOLLARS (\$1,000).

Subsequent contributions shall be decided by action of the Board. The fund shall consist of:

- a. Monies appropriated from the city and county governments who are parties to this agreement for the operation of the Alliance.
- b. Monies generated by the Alliance from the sale of recyclable goods.
- c. Monies received from the collection of any fees that may be established for Alliance services.
- d. Monies received from private donations or grants for the operation of the Alliance.
- e. Monies received from federal, state and local agencies in the form of grants and loans for the operation of the Alliance.

4. SPGE: The Administering Agency shall comply with all special purpose government entity requirements in KRS 65A.010, et seq, including, but not limited to all auditing and reporting requirements.

5. BUDGET: The Administering Agency shall prepare an annual Solid Waste Recycling budget to be submitted to each participating county fiscal court and the City of Henderson. The budget will reflect the anticipated receipts and expenditures for the fiscal year beginning July 1 and ending June 30 of each year. A budget request shall be submitted to each participating fiscal court and the City of Henderson before April 1 each year.

6. NEW PARTIES: The parties to this Agreement may allow other cities and counties to become members as the majority of the parties deem appropriate. Such New Parties shall become members upon fulfilling any terms and conditions set forth by mutual agreement of all current parties and the adoption of the amended Interlocal Cooperation Agreement.

7. AMENDMENT: This Agreement may be amended, modified or superseded by a majority of the members at any time, but any changes must comply with legal requirements regulating counties under Solid Waste Planning and Management in effect at the time of the proposed change.

8. SEVERABILITY: If any part or words in this Agreement are found to be unconstitutional or otherwise invalid, such unconstitutionality or invalidity shall not affect the remaining portions of this Agreement.

9. EFFECTIVE DATE: This Agreement shall become effective upon its adoption by the governing body of all parties.

IN WITNESS WHEREOF, the parties have executed this Interlocal Cooperation Agreement by their authorized representative on the dates indicated below:

Date: _____

BRAD SCHNEIDER, HENDERSON COUNTY
JUDGE EXECUTIVE

Date: _____

JODY JENKINS, UNION COUNTY
JUDGE EXECUTIVE

Date: _____

JIM TOWNSEND, WEBSTER COUNTY
JUDGE EXECUTIVE

Date: _____

STEVE AUSTIN, CITY OF HENDERSON
MAYOR

ATTEST:

HENDERSON COUNTY CLERK

UNION COUNTY CLERK

HENDERSON CITY CLERK

WEBSTER COUNTY CLERK

City Commission Memorandum
16-108

May 20, 2016

TO: Mayor Steve Austin and the Board of Commissioners

FROM: Russell R. Sights, City Manager 

SUBJECT: Award of Contract for Demolition and Removal of Structures from Five Properties

The accompanying municipal order authorizes the award of a contract to Hazex Construction Company, Inc. of Henderson, KY, for the demolition and removal of structures from five properties in the low bid total amount of \$11,295.00.

In the demolition and removal of all structures, lots must be level and erosion control provided; demolition permits will be required, however the fee will be waived; vendor shall be responsible for the proper disposal of all construction debris with landfill fees being charged to the property owners.

Six firms were notified of this bid, with five firms responding with bids on each individual property and five firms returning a Lump Sum Bid Price for all five properties. The low bid from Hazex Construction Company, Inc. meets all specifications and is recommended accordingly.

As detailed in the attached Interdepartmental Memorandum from the Assistant City Manager, sufficient funds are available for this purpose. Your approval of the attached municipal order is requested.

c: Buzzy Newman
Don Summers
Robert Gunter

Interdepartmental Memorandum

May 19, 2016

TO: Russell R. Sights, City Manager

FROM: William L. Newman, Jr., Assistant City Manager *WLN*

SUBJECT: Demolition of five homes

Attached is the bid tabulation sheet and recommendation from Acting Codes Administrator John Stroud for the demolition of five homes. The Code Administration budget currently has \$19,799 remaining. The expense of \$11,295 for the demolition and the remainder of property maintenance for the fiscal year will come in under the current budget.

I support Code Administration's recommendation to award the contract to Hazex Construction Co., Inc.

CITY OF HENDERSON, KENTUCKY
 BID TABULATION SHEET

BID REFERENCE NO.: 16-15
 DATE BID OPENED: 05/18/16
 APPROVAL DATE: _____
 ACCEPTANCE FORM SENT: _____

HAZEX CONSTRUCTION CO
 INC
 HENDERSON, KY

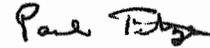
B&B HAULING
 HENDERSON, KY

M. BOWLING, INC
 HENDERSON, KY

T.A. GADDIS
 OWENSBORO, KY

DDT EXCAVATING
 CORYDON, KY

Item	Property Address							
1.	714 Sixth Street	\$2,105.00	\$2,300.00	\$3,180.00	\$4,300.00	\$5,500.00		
2.	1134 Washington Street	\$2,425.00	\$2,800.00	\$5,270.00	\$6,400.00	\$6,500.00		
3.	13 N. Julia Street	\$2,420.00	\$2,890.00	\$4,150.00	\$5,400.00	\$5,500.00		
4.	205 S. Julia Street	\$2,445.00	\$2,710.00	\$3,760.00	\$4,400.00	\$6,500.00		
5.	1528 Bailey Street	\$1,900.00	\$2,620.00	\$2,750.00	\$4,200.00	\$4,200.00		
	Lump Sum Bid Price for Items 1-5 (all or none).	\$11,295.00	\$13,320.00	\$19,110.00	\$24,700.00	\$28,200.00		

Other Bidders Contacted	Bids Opened & Recorded By:	Bids Reviewed By:
B & B Hauling & Excavating, Inc.; Berry's Excavating; DDT Excavating; Hazex Construction Co., Inc.; M. Bowling Inc.	 Paul Titzer Cindy Bickwermert	John Stroud

City of Henderson, Kentucky
Invitation to Bid

Bid Reference No. 16-15

SPECIAL CONDITIONS AND TECHNICAL SPECIFICATIONS

The City of Henderson is seeking sealed bids for the demolition and removal of all structures located on each of the below listed properties.

Lots must be level and erosion control provided as directed by the City of Henderson Code Administrator.

Demolition permits will be required and issued with fees waived. Vendor shall be responsible for the proper disposal of all construction debris. The City of Henderson will charge landfill fees to the property owners.

All work shall be completed within thirty (30) days of bid award.

Bid will be awarded either:

A. On an individual line item basis. Contractor may bid on one or more items.

OR

B. A Lump Sum basis (all or none) for Items 1 – 5 (whichever is the lowest cost to the City)

Certificates of Worker's Compensation and liability insurance coverage, naming the City as an additional insured, shall be required before bid is awarded. A current City of Henderson Occupational license shall also be required.

A mandatory pre-bid conference will be held at each property location on Thursday, May 12, 2016. The approximate times are listed with each location. All prospective bidders are required to attend these conferences.

An addendum listing items covered at the pre-bid meetings will be issued shortly thereafter.

Please contact John Stroud, Acting Code Administrator, at 270-831-1277 if you have any questions.

The City of Henderson reserves the right to reject any and all bids.

Bids are to remain effective for sixty (60) days.

SPECIAL CONDITIONS AND TECHNICAL SPECIFICATIONS

Page 2

<u>Item</u>	<u>Property Address</u>	<u>Approximate Pre-bid time</u>
1.	714 Sixth Street	1:30 p.m.
2.	1134 Washington Street	1:45 p.m.
3.	13 N. Julia Street	2:00 p.m.
4.	205 S. Julia Street	2:15 p.m.
5.	1528 Bailey Street	2:30 p.m.

- End of Section -

Interoffice Memorandum

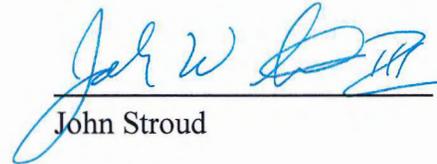
May 18, 2016

TO: Buzzy Newman
FROM: John Stroud
SUBJECT: Bid #16-15 for Demolition of 5 houses

It is my recommendation to award the demolition bids for all five properties listed on Bid Reference #16-15 to Hazex Construction Co. as low bidder.

Attachment "A" includes a breakdown of the cost of each demolition.

The total of the individual bids is \$11,295.00 which is less than the lowest lump sum bid of 13,320.00.


John Stroud

ATTACHMENT "A"

Item 1-714 Sixth Street	\$2,105.00	Hazex Construction
Item 2-1134 Washington Street	\$2,425.00	Hazex Construction
Item 3-13 N. Julia Street	\$2,420.00	Hazex Construction
Item 4-205 S. Julia Street	\$2,445.00	Hazex Construction
Item 5-1528 Bailey Street	<u>\$1,900.00</u>	Hazex Construction
	<i>\$11,295.00</i>	<i>Total Amt for demolitions</i>

MUNICIPAL ORDER _____

MUNICIPAL ORDER AWARDING BID FOR THE DEMOLITION AND REMOVAL OF STRUCTURES FROM FIVE (5) PROPERTIES IN THE CITY OF HENDERSON TO HAZEX CONSTRUCTION COMPANY, INC., HENDERSON, KENTUCKY, IN THE TOTAL AMOUNT OF \$11,295.00

WHEREAS, the City of Henderson has issued invitations to bid for the demolition and removal of structures from five (5) properties in the City of Henderson, Kentucky; and

WHEREAS, bids were submitted to the City of Henderson pursuant to said invitations, and were publicly opened on May 18, 2016, with Hazex Construction Company, Inc. submitting the best bid for the demolition and removal of structures of five (5) properties in the City, (see attachment "A") which bid the City Manager recommends be accepted; and.

WHEREAS, the City Manager shall have the authority to remove any of the said properties from the bid package list.

NOW, THEREFORE, BE IT RESOLVED by the City of Henderson, Kentucky, that the recommendation of the City Manager is approved, and award is hereby made to Hazex Construction, Inc, 1890 Madison Street, P.O. Box 357, Henderson, KY 42419-0357 for the demolition and removal of structures of five (5) properties, in the total amount of \$11,295.00, in strict accordance with their bid as submitted pursuant to Bid Reference 16-15.

On motion of Commissioner _____, seconded by Commissioner _____, that the foregoing Municipal Order be adopted, the vote was called. On roll call the vote stood:

Commissioner Royster _____
Commissioner Mills _____
Commissioner Johnston _____

Commissioner Hite _____
Mayor Austin _____

WHEREUPON, Mayor Austin declared the Resolution adopted, affixed his signature and the date thereto and ordered that the same be recorded.

Steve Austin, Mayor
Date: _____

ATTEST:

Maree Collins, City Clerk

**APPROVED AS TO FORM AND
LEGALITY THIS 19 DAY OF
MAY, 2016.**

By: 
Dawn S. Kelsey
City Attorney

ATTACHMENT "A"

Item 1-	714 Sixth Street	\$2,105.00	Hazex Construction
Item 2-	1134 Washington Street	\$2,425.00	Hazex Construction
Item 3-	13 N. Julia Street	\$2,420.00	Hazex Construction
Item 4-	205 S. Julia Street	\$2,445.00	Hazex Construction
Item 5-	1528 Bailey Street	<u>\$1,900.00</u>	Hazex Construction
		\$11,295.00	Total Amount for demolitions

City Commission Memorandum
16-111

May 20, 2016

TO: Mayor Steve Austin and the Board of Commissioners

FROM: Russell R. Sights, City Manager *RS*

SUBJECT: Municipal Order Awarding Bid for Design and Construction of Drive-Through Canopy for the Henderson Municipal Center to Q & S Contracting, Inc. of Sebree, Kentucky

The accompanying municipal order authorizes the award of a bid to Q & S Contracting, Inc., Sebree, Kentucky for the amount of \$90,897.00 for the design and construction of a new drive-through canopy for the Henderson Municipal Center located at 222 First Street.

Bid packages were sent to six contractors, with three bids received. The bid of \$90,897.00 fully complies with the bid specifications and award is recommended accordingly. As detailed in the attached memorandum, the low bid from another contractor of \$15,250.00 was improperly submitted and did not meet specifications.

Sufficient funds are available for this construction. Mr. Dylan Ward, Public Works Engineer, will be in attendance to answer any questions you may have. Your approval of the attached municipal order is requested.

c: Buzzy Newman
Dylan Ward
Brian Williams
Paul Titzer

**Public Works Department Memorandum
16-01**

May 17, 2016

TO: Russell Sights, City Manager

FROM: Dylan Ward, Public Works Engineer

THRU: William Newman, Assistant City Manager *WNN*
Brian Williams, Public Works Director *BW*

SUBJECT: Bid Reference 16-14, Design & Construction of a New Drive-Thru Canopy

Bids were opened on May 12, 2016 for the design and construction of a new drive-thru canopy at the Henderson Municipal Center. As part of the bid, each contractor was required to submit a proposed schedule for project completion. The lowest evaluated bid criteria found within the bid package stated that 80% of a contractor's score would be based on their bid price, while 20% of their score would be based on the length of their proposed schedule, for a total possible score out of 100. We chose these criteria because we wanted the contractor to propose a realistic, yet competitive schedule that would not drive up construction costs, but that would also allow us to re-open the drive-thru window to the public as soon as possible.

This contract does not include the purchase or installation of the track system or its electrical components. That will be bid out under a separate contract.

Three bids were received; however, the bid from Performance Exterior, Inc. of Louisville, KY was not submitted properly and does not meet specifications, so it has been rejected.

The bid results were as follows:

<u>Bidder</u>	<u>Total Bid Price</u>	<u>Proposed Schedule</u>	<u>Total Score (out of 100)</u>
Q & S Contracting, Inc.	\$ 90,897.00	70 Days	99.91
AVP, Inc.	\$ 90,800.00	75 Days	98.67
Performance Exterior, Inc.	\$ 15,250.00	3 – 5 Days	N/A

This bid is for the design and construction of a new drive-thru canopy at the Henderson Municipal Center.

I recommend that Bid Reference 16-14, Design & Construction of a New Drive-Thru Canopy, be awarded to Q & S Contracting, Inc., P.O. Box 347, Sebree, KY 42455 per the lowest evaluated bid criteria found within the bid package.

City of Henderson, Kentucky
Invitation to Bid

Bid Reference No. 16-14

SPECIAL CONDITIONS AND TECHNICAL SPECIFICATIONS

The City of Henderson is soliciting bids for the design and construction of a new drive-thru canopy for the Henderson Municipal Center located at 222 First Street, Henderson, KY 42420.

SPECIFICATIONS AND REQUIREMENTS:

The work involved under this contract is for the design and construction of a new drive-thru canopy for the Henderson Municipal Center. The scope of work covered under this contract includes but is not limited to: the engineered design and construction of a two lane cantilevered drive-thru canopy, which includes demolition, foundations, a concrete island, steel fabrication, roof installation, drainage, bollards, and electric work. The owner shall furnish the track system equipment and accessories under a separate contract, however, the contractor shall be responsible for coordinating with the City's third-party vendor to ensure that all necessary accommodations are made within the canopy for all of the track system components.

The contractor shall submit a proposed schedule with their bid amount that indicates the number of calendar days required for design and construction.

The City shall select the winning contractor based on the criteria attached herein, which shall take into account both the total bid amount and the schedule proposed by the contractor.

Mandatory Pre-Bid Meeting: All potential bidders are required to attend a mandatory pre-bid meeting on Tuesday, May 3rd, 2016 at 1:30 P.M. in the 3rd floor assembly room at the Henderson Municipal Center.

All work shall be completed according to the proposed schedule in the bid submittal. The clock will begin 10 days after the notice to proceed has been issued. The penalty for each day beyond the scheduled completion date shall be \$100 per calendar day and will be deducted from the final invoice. During certain periods of the month there is very heavy traffic at the drive-thru window. During construction, the owner may be receptive to a modified schedule presented by the contractor that benefits both parties that allows the drive-thru window to stay open. This plan will be considered in the evaluation of the proposals. The contractor's deadline will be extended by a like number of days if the City suspends work for any number of days.

SPECIAL CONDITIONS AND TECHNICAL SPECIFICATIONS

Page 2

The contractor is responsible for designing the canopy with the criteria given and for providing all materials, equipment, and labor for this project unless noted otherwise in this bid package.

Furthermore, the entrance on the east side of the Municipal Center may need to remain open to the public during regular business hours on certain days.

The construction of the drive-thru canopy will be contracted as a design-build project. The contractor shall submit a bid that meets all of the criteria contained herein or the proposal shall be rejected.

Upon receiving a notice to proceed from the City, the contractor shall proceed with the design of drive-thru canopy. The contractor must provide the City with two copies of the plans for the project that must be stamped and/or approved by all appropriate parties (i.e. structural engineer, codes administrator, etc.) before construction may begin. A complete set of drawings must be submitted to the City and approved by the City in writing before construction may begin. The City must be given two full business days to review the drawings to ensure that the plans meet all specifications laid out in the bid documents.

Canopy construction shall commence upon approval of the contractor's drawings. The penalty for each day beyond the contractor's proposed schedule shall be \$100 per calendar day and will be deducted from the contractor's final invoice.

The Public Works Engineer will be the coordinator for this project and will review all submitted drawings.

The contractor's bid price shall include the cost to both design and construct the two lane drive-thru canopy and all other associated costs as outlined in this bid package. The contractor is responsible for providing a set of stamped plans and shop drawings for construction.

DESIGN & CONSTRUCTION REQUIREMENTS

Design Information:

Included in this bid package are drawings that show the approximate dimensions of the existing infrastructure as well as the proposed infrastructure. When designing the canopy structure, the contractor must meet all of these specifications. The contractor is responsible for producing the final steel design plan that shows how the steel is to be fabricated as well as what type and size of beams and columns to use along with any other required supports. The contractor is also responsible for designing the foundations

SPECIAL CONDITIONS AND TECHNICAL SPECIFICATIONS

Page 3

and rebar for the canopy. All designs must be approved by a licensed Professional Engineer before construction can begin, and must meet all of the included criteria.

Project Description:

The drive-thru canopy shall cover two lanes of traffic as shown in the attached drawings. The inner lane will be 9' wide and fully covered, while the outer lane will be covered by a cantilevered section of the canopy that is to extend at least 5' past the edge of the curb island.

The clearance between the driving surface and the at finish soffit of the canopy structure over the driving lane is to be a minimum of 9'-6". Due to the grade of the parking lot the contractor may need to lengthen the columns on the island to ensure that the canopy remains level, therefore, no column heights are given on the drawings.

General Conditions:

- The contractor shall furnish a supervisor to be on site each day that work is occurring.
- The contractor is responsible for locating all utilities before work begins.
- All trash and debris should be removed from the site.
- A portable restroom shall be furnished for the contractor's employees to use.
- Temporary fencing shall be installed around the work area and secured at the end of each work day.
- The contractor is responsible for all traffic control and signage on the project site.
- All asphalt patching will be performed by the owner.
- All electric rough-in and fixtures will be performed by the owner.
- Concrete washout is to be provided by the contractor and must be off-site.

Demolition:

The contractor is responsible for any demolition and/or excavation required for constructing the canopy.

Island Construction:

The contractor shall install a 2' wide by 8" tall concrete island as shown in the drawings. The contractor shall install the footings for the columns that will support the cantilevered section underneath the island as shown in the drawings.

SPECIAL CONDITIONS AND TECHNICAL SPECIFICATIONS

Page 4

Foundations:

The contractor is responsible for all foundation design and construction as outlined in this bid package. Rather than cutting the existing concrete slab next to the building to install new footers for the two columns closest to the existing building, the contractor shall provide a design that ties the columns into the existing concrete slab (i.e. anchor bolts, epoxy, etc.). When bollards were installed around the new window, 13" of concrete were removed from the top of the curb without finding the bottom of this concrete slab (the exact depth is unknown).

For the other two columns, the contractor is to design and install foundations beneath the concrete island using concrete and rebar. The contractor shall provide a foundation design that has been approved by a licensed Professional Engineer that includes the type of concrete and rebar pattern to use in the foundations.

Steel & Roof Structure:

The beams and columns for this structure shall be made of steel. It is the contractor's responsibility to design a steel plan based on the criteria and dimensions given. This structure must be designed and approved by a licensed Professional Engineer who must take into account the appropriate loads for the canopy.

The roof structure shall include a metal roof deck with a parapet wall. The roof will consist of a parapet wall structure with 2 x 6 metals studs, 5/8" exterior drywall sheathing, and 1" EFIS. The parapet wall shall be capped with a bronze aluminum metal cap to match the building's existing bronze color finish.

The top of the roof canopy shall consist of 60 millimeter single ply fully adhere EPDM membrane over a steel deck. The membrane shall wrap over the top of the wall and terminate. There shall also be a 1" tapered roof insulation board that all drains to a center roof drain with a 4" diameter discharge line. The discharge line shall be routed to a column on the center island. The line shall be painted to blend with the column cover. The contractor shall provide two scuppers in the rear parapet wall for overflow conditions.

The underside of the canopy shall be composed of a hat channel. The soffit shall consist of 5/8" exterior drywall sheathing and a 1" EFIS finish with prime and two coats of finish paint. The fascia shall also be covered with a 1" EFIS finish. Metal studs shall be used for framing.

SPECIAL CONDITIONS AND TECHNICAL SPECIFICATIONS

Page 5

Parapet walls, column wrap, and drive-thru ceiling shall consist of metal studs/hat channel, exterior drywall, and 2" EFIS finish (color to match existing limestone). For estimating purposes, the parapet wall is assumed to be 4 feet tall. The ceiling of the canopy shall have a smooth painted surface (include one prime coat plus two finish coats).

Bollards:

The contractor shall install four bollards around each of the two columns and the tube station located on the island for a total of twelve bollards. The bollards shall be made of steel pipe and filled with concrete leaving no air voids inside the bollards. The tops shall be rounded and they shall extend 42" above the curb and shall be 6.5" in diameter. The bollards shall be primed and painted to match the existing bollards next to the drive-thru window.

Electric:

The City will furnish all track system equipment and accessories needed for the second lane of the drive-thru canopy. The contractor is responsible for coordinating with the City's third-party vendor to ensure that all proper accommodations are made within the canopy structure for the track system components and all of its accessories. The third-party vendor hired separately by the City shall be responsible for installing the track system and its components. However, the contractor under this contract is responsible for coordinating with this third-party vendor so that the third-party vendor can install the track system and its components as the contractor's work progresses on the rest of the canopy project. The plan is to run the track system below the canopy ceiling into the existing building. All electric rough-in and fixtures will be performed by the owner.

Bid Bond:

A Bid Bond in the form of cash, certified check, or a satisfactory bond executed by the Bidder or a surety company in the amount of five percent (5%) of the total bid amount, payable to the City of Henderson, shall be submitted with each bid. Failure to include the bid bond shall result in rejection of the bid.

Performance and Payment Bonds:

The successful bidder must furnish, within seven (7) days of notice of bid award, a performance bond equal to 100% of the contract price, as well as a payment bond equal

SPECIAL CONDITIONS AND TECHNICAL SPECIFICATIONS

Page 6

to 100% of the contract price. Failure to supply the performance bond will result in forfeiture of the bid bond. Failure to comply with the provisions of the plans and specifications will result in forfeiture of the performance bond. All bonds must be in a form acceptable to the City of Henderson. The performance bond shall be held for a one-year guarantee period, at which time, it will be released if no defaults are found. The payment bond will be released as soon as the contractor has certified to the City that all material and labor used on the project have been paid for.

All bids shall remain in effect for sixty (60) days from date of opening.

The City's sales tax exemption status may not be used by the bidder to acquire materials or supplies on a sales tax exempt basis. Any sales taxes or other taxes incurred by the bidder remain the responsibility of the bidder. It is assumed that all such costs incurred by any bidder are included in his bid price.

Insurance:

During the term of the contract and before any part of the services are performed or the goods are delivered, Bidder shall, at Bidder's sole expense, cause to be issued and maintained not less than the insurance coverages set forth below:

A. Broad Form Comprehensive General Liability, including Products and Completed Operations.

Bodily Injury: \$1,000,000 each occurrence
 \$2,000,000 aggregate

Property Damage: \$1,000,000 each occurrence

B. Automobile Liability, including any auto, hiring autos and non-owned autos.

\$1,000,000 combined single limit

C. Workers Compensation for all employees used on the job pursuant to statute.

Certificates of insurance, issued by companies authorized to do business in the state of Kentucky, satisfactory in form to the City and signed by the Bidder's insurer shall be supplied by Bidder to the City evidencing that the above insurance is in force and that not less than thirty (30) calendar days written notice will be given to the City prior to any cancellation or restrictive modification of the policies. Bidder shall replace any cancelled policy within the thirty (30) day notice period so that there is no lapse in coverage at any time during the period covered by this contract.

SPECIAL CONDITIONS AND TECHNICAL SPECIFICATIONS

Page 7

Payment and Retainage:

Payment will be made as follows: Upon receipt of an itemized invoice and payroll sheets for the completed work, the work will be inspected and all paperwork will be validated by the City. The invoice will then be paid. A ten (10%) retainage of the invoice amount will be held until all work has been completed and accepted by the City.

Other Requirements:

The successful bidder shall comply with all applicable local, state, and federal rules, regulations, and guidelines.

The successful bidder will be required to obtain a City of Henderson Occupational License before beginning any work on this project.

Mandatory Pre-Bid Meeting: All potential bidders are required to attend a pre-bid meeting on Tuesday, May 3rd, 2016 at 1:30 P.M. in the 3rd floor assembly room at the Henderson Municipal Center, 222 First Street, Henderson KY.

Failure to attend this pre-bid meeting shall render any bid submitted as non-responsive, and such bid will not be considered for award, unless alternative arrangements acceptable to the City are made.

All technical questions shall be addressed to the attention of Dylan H. Ward, Public Works Engineer, at dhward@cityofhendersonky.org or 270-831-1200. Bid procedure questions should be directed to Paul Titzer, Assistant Finance Director, at 270-831-1290, ext. 2220.

- End of Section -

MUNICIPAL ORDER. _____

MUNICIPAL ORDER AWARDING BID FOR DESIGN AND CONSTRUCTION OF A NEW DRIVE-THRU CANOPY FOR THE MUNICIPAL CENTER'S FINANCE DEPARTMENT TO Q&S CONTRACTING, INC., SEBREE, KY IN THE AMOUNT OF \$90,897.00

WHEREAS, the City of Henderson has issued invitations to bid for the design and construction of a new drive-thru canopy for the Municipal Center's finance department; and

WHEREAS, bids were submitted to the City pursuant to said invitations, and were publicly opened on May 12, 2016, with Q&S Contracting, Inc., of Sebree, KY, submitting the best bid, which bid the City Manager recommends be accepted.

NOW, THEREFORE, BE IT ORDERED by the City of Henderson, Kentucky, that the recommendation of the City Manager is approved, and award is hereby made to Q&S Contracting, Inc., P.O. Box 347, Sebree, KY 42455, for design and construction of a new drive-thru canopy in the amount of \$90,897.00, in strict accordance with their bid as submitted pursuant to Bid Reference 16-14.

On motion of Commissioner _____, seconded by Commissioner _____, that the foregoing Municipal Order be adopted, the vote was called. On roll call the vote stood:

Commissioner Royster _____	Commissioner Hite _____
Commissioner Mills _____	Mayor Austin _____
Commissioner Johnston _____	

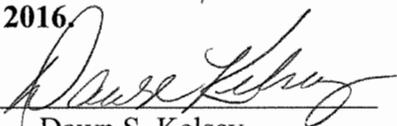
INTRODUCED, PUBLICLY READ AND FINALLY APPROVED ON ONE READING, this the _____ day of May, 2016.

ATTEST:

Steve Austin, Mayor
Date: _____

Maree Collins, City Clerk

APPROVED AS TO FORM AND LEGALITY THIS 19 DAY OF MAY, 2016.

By: 
Dawn S. Kelsey
City Attorney

City Commission Memorandum
16-107

May 20, 2016

TO: Mayor Steve Austin and the Board of Commissioners

FROM: Russell R. Sights, City Manager 

SUBJECT: Purchase of Road Salt

The accompanying municipal order approves the purchase of road salt for use during the upcoming 2016-2017 winter from Compass Minerals America, Inc.

The memorandum with attachments from Mr. Paul Titzer, Assistant Finance Director, indicates that the Kentucky League of Cities in partnership with Kentucky Association of Counties hosted a reverse auction pursuant to model procurement code to price road salt for the upcoming winter season. The City elected to participate to solicit bids for 300 tons of road salt.

Compass Minerals America, Inc. was the low bidder for the City at \$84.50 per ton delivered. This is lower than the price of \$86.00 per ton paid last year.

Adequate funds are budgeted and available for this purpose. Your approval of the attached municipal order is requested.

c: Brian Williams
Paul Titzer

FINANCE DEPARTMENT MEMORANDUM
16-22

May 17, 2016

TO: Russell Sights, City Manager

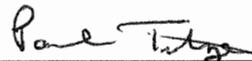
FROM: Paul Titzer, Assistant Finance Director

SUBJECT: Bid Ref # 16-12 Reverse Auction for Road Salt

KLC in partnership with KACO hosted an online reverse auction to price road salt for use during the upcoming 2016-2017 winter. Four major salt suppliers submitted bids to numerous Kentucky cities and counties that participated. There was no cost to municipalities to participate. This was the second year that the City participated in the reverse auction process for road salt.

The City elected to participate (solicit bids) for 300 tons of road salt. The reverse auction for our district was held on May 11th. Compass Minerals (North American Salt) was the low bid for the City of Henderson at \$84.50/ton delivered. This compares favorably with the \$86.00 per ton price the City paid last year. Assuming a normal winter, the purchase of 300 tons of road salt combined with our current inventory should give the City an adequate supply for next winter. The City is not obligated to purchase any minimum tonnage.

Acceptance of Compass Minerals bid of \$84.50 per ton for 300 tons of road salt is recommended.



Paul Titzer

Cc: Robert Gunter, Finance Director
Brian Williams, Public Works Director

BID CERTIFICATION

RESPONDENT SHALL COMPLETE THE FOLLOWING INFORMATION IN INK AND SUBMIT
Print or type in ink the requested information.

BID SUBMITTED BY:

COMPANY LEGAL NAME: COMPASS MINERALS AMERICA INC.

ADDRESS: 9900 WEST 109TH ST., STE 100

CITY, STATE, ZIP: OVERLAND PARK, KS 66210

TELEPHONE: FAX NUMBER: 913-338-7945

CONTACT PERSON: MONICA LLOYD

E-MAIL: LLOYDM@COMPASSMINERALS.COM

CORPORATE HEADQUARTERS LOCATION:

ADDRESS: 9900 WEST 109TH ST., STE 100

CITY, STATE, ZIP: OVERLAND PARK, KS 66210

**** BID DOCUMENT SHALL BE SIGNED BY A REPRESENTATIVE OF THE FIRM AUTHORIZED TO LEGALLY BIND THE FIRM ****

By signing and submitting these bid documents, the undersigned certifies that all information submitted is accurate, that the firm has reviewed the Procurement website for solicitation addenda and incorporated to their bid, that the firm is qualified and willing to provide the items requested, that the firm will state their auction price on Price Bid Page, that the firm declares that they are competent to participate in the Reverse Auction and understand the ORBIS functionality and that the firm will comply with all requirements of the solicitation.

SIGNATURE: Monica Lloyd DATE: 5/11/2016

PRINTED NAME & TITLE OF AUTHORIZED REPRESENTATIVE SIGNING THE BID

PRINTED NAME: MONICA LLOYD TITLE: SALES MANAGER

PHONE: 913-344-9360 FAX: 913-338-7945

E-MAIL: LLOYDM@COMPASSMINERALS.COM



Sold-To ("Purchaser"):

Paul Titzer
City of Henderson
PO Box 716
Henderson, KY 42420

Date: May 13, 2016
Document: 131003
Tel: (270) 831-1200
Fax: 270-831-1246
Email:
Customer #: H703336
Preferred: Fax

Compass Minerals America Inc. (Seller) / Quotation for bulk de-icing salt

Quantity (TN)	Delivery Location	Price Per Ton (USD)	
300	City of Henderson 1131 Fifth St Triaxle Trucks Required*** Henderson, KY 42420 Destination #: H755943 Delivery Lead Time: 3 days	84.50	Deliver Depot: Owensboro - Yellow Banks River Terminal Product: 7608 C.C. Rock Salt w/ Anti-caking-South Mode of Transport: DUMP (END OR BOTTOM) Distance: 29.7 Miles

subject to prior sale

Price(s) effective through Friday, 31 Mar 2017

Purchaser agrees to pay the seller for such salt as and when delivered, in accordance with the price and payment terms stated above and on the reverse side of this form (unless inconsistent with the terms on this page).

Terms are NET 30 days from shipment with approved credit.

- * This proposal is open for acceptance for 60 days following date of issue, and supersedes any and all previous proposals and or contracts. Proposal must be signed indicating acceptance to be valid.
- * Delivered price(s) via dump and based on full truck load quantities.
- * Seller does not commit to a specific delivery lead time. Any lead time specified above is an estimated target only.
- * Product is for bulk end use only and is not intended for blending and packaging without prior consent.
- * Applicable taxes extra
- * Compass Minerals America Inc. has no obligation to store salt after the Term, but if it chooses to make storage available it will be for a fee of \$5 per month per ton.

Thank you for the opportunity to quote on your bulk de-icing salt needs.

Accepted By;

Monica Lloyd
Sales Manager - (800) 323-1641 x 9360
Compass Minerals America Inc.

Signature: _____
Title: _____
Name: _____
Date: _____

Please sign and return by fax to 913-338-7945 or e-mail highwaygroup@compassminerals.com or by mail
Order placement and inquiries Monday through Friday - 7:00 am to 5:00 pm.

MUNICIPAL ORDER. _____

MUNICIPAL ORDER AWARDING BID FOR PURCHASE OF THREE HUNDRED (300) TONS OF ROAD SALT FOR THE 2016-2017 WINTER FROM COMPASS MINERALS AMERICA INC. OVERLAND PARK, KANSAS, IN THE AMOUNT OF \$84.50 PER TON

WHEREAS, the Kentucky League of Cities (KLC) in partnership with Kentucky Association of Counties (KACO) hosted a reverse auction pursuant to model procurement code to price road salt for the upcoming 2016-2017 winter; and

WHEREAS, the City is a member of the KLC and elected to participate in the reverse auction which was held on May 11, 2016, with Compass Minerals America Inc., submitting the best bid which bid the City Manager recommends be accepted; and

WHEREAS, KRS 45A.420 of the Model Procurement Code permits cooperative purchasing by local agencies.

NOW, THEREFORE, BE IT RESOLVED by the City of Henderson, Kentucky, that the purchase of three hundred (300) tons of road salt from Compass Minerals America Inc., 9900 West 109th Street, Suite 100, Overland Park, Kansas 66210 at \$84.50 per ton delivered is approved.

On motion of Commissioner _____, seconded by Commissioner _____, that the foregoing Municipal Order be adopted, the vote was called. On roll call the vote stood:

Commissioner Royster _____ Commissioner Hite _____
Commissioner Mills _____ Mayor Austin _____
Commissioner Johnston _____

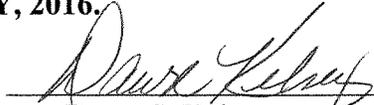
INTRODUCED, PUBLICLY READ AND FINALLY APPROVED ON ONE READING, this the _____ day of May, 2016.

ATTEST:

Steve Austin, Mayor
Date: _____

Maree Collins, City Clerk

APPROVED AS TO FORM AND LEGALITY THIS 19 DAY OF MAY, 2016.

By: 
Dawn S. Kelsey
City Attorney

UPCOMING
BOARD APPOINTMENTS

<u>BOARD</u>	<u>EXPIRATION DATE</u>	<u>TERM</u>
--------------	------------------------	-------------

CIVIL SERVICE COMMISSION

	<u>Current Term Expires</u>	<u>Term</u>
Richard Dzuibich	06/01/2016	3-Year

CITY-COUNTY PLANNING COMMISSION

	<u>Current Term Expires</u>	<u>Term</u>
Bobbie Jarrett	06/01/2016	4-Year
Kevin Herron	06/01/2016	4-Year

BOARD OF APPEALS (Housing & Building)

	<u>Current Term Expires</u>	<u>Term</u>
Mac Arnold	06/22/2016	4-Year
Gray Hodge	06/22/2016	4-Year

HENDERSON-HENDERSON COUNTY HUMAN RIGHTS COMMISSION

	<u>Current Term Expires</u>	<u>Term</u>
Darlene Ware	06/30/2016	3-Year