

# ACCOMPLISHMENTS MILESTONES AND INITIATIVES



2016

City of Georgetown

Year-End Report

# Accomplishments Milestones and Initiatives

CITY OF GEORGETOWN

## INTRODUCTION

Dear Reader,

I am honored and excited to present the City of Georgetown's 2016 year-end report detailing our accomplishments, milestones, statistics and initiatives. The staff and elected officials of our city have labored to craft the various policies, programs, events, ordinances, best practices and projects detailed within, all with an eye towards the betterment of our community.

As you peruse the items in the report we hope that you will see, above all, the teamwork and pride behind each effort. We strive to do business on a higher level, to learn from our mistakes, to strengthen our resolve to finish the peoples' work and to get sharper and more efficient every day. No project or accomplishment can be said to be owned by any single person. Rather, much like our vibrant city itself, our accomplishments are a product of collaboration, shared spirit and a love for the place we call home.

Sincerely yours,



Mayor Tom Prather

### 2016 City Council Members

Chuck Bradley  
Karen Tingle-Sames

Millie Butcher Conway  
Mark Showalter

Polly Singer Eardley  
Connie Tackett

David Lusby  
Marvin Thompson

Contents

**INTRODUCTION ..... 1**

**GENERAL STATISTICS AND MILESTONES ..... 5**

Census .....5

Property Tax Base.....5

Budget .....5

    Historical Budget and Population Data .....6

Building Permits.....6

Annexations .....6

Major and Minor Development Applications .....6

Code Enforcement .....6

**ECONOMIC DEVELOPMENT ..... 7**

Industrial/Manufacturing Investments.....7

Retail/Restaurant/Service Investments.....9

Government Investments ..... 12

Lemons Mill Widening Project ..... 12

Lanes Run Business Park Improvements..... 13

Land Sales..... 13

**GENERAL GOVERNMENT..... 14**

Reformation of the Georgetown-Scott County Revenue Commission..... 14

Local Governments of Scott County Joint Code Enforcement Board..... 16

Lexus Way and new Interchange ..... 18

University of Cincinnati Design Project..... 18

Fleet Cards ..... 19

Chief of Staff ..... 19

Telemedicine Clinic ..... 19

Health Risk Assessments ..... 19

Ethics Ordinance..... 20

Cardome Sale to Catholic Diocese ..... 20

Bluegrass Stockyards ..... 21

Main Street to Tourism ..... 21

Georgetown Mobile Estates ..... 21

Safety on Main Street..... 22

New Employee Handbook ..... 22

One Stop Shop in Old Water Company Building ..... 22

**PUBLIC WORKS & SANITATION** ..... 23

- Municipal Solid Waste Consultant – RFQ and report ..... 23
- New Hires..... 24
- Free Mulch Program..... 26

**FIRE DEPARTMENT** ..... 26

- Statistics at a Glance ..... 26
- ISO CLASS 2 Rating..... 27
- Life Safety Achievement Award ..... 28
- Trainings and Programs..... 29
  - Citizens Fire Academy ..... 31
  - Officer Development Program..... 31
- Equipment and Capital..... 31
- New Hires..... 32
- Moving On and Moving Up ..... 33
  - Retirements and Resignations ..... 33
  - Promotions ..... 33
- Additional Accomplishments..... 34

**CITY ENGINEER** ..... 34

- Hollyhock Stormwater Issue..... 34
- Garth Elementary School – Traffic ..... 34
- Sign Replacement Program..... 34
- Snow Removal Management Plan ..... 35
- Demolition of Center of Town..... 35
- Stormwater BMP manual ..... 36
- Street paving..... 36
- Lanes Run Business Park Infrastructure Improvements ..... 36
- Sims Road Pond Removal..... 37
- Traffic flow changes to Bourbon Street and North Court Street ..... 37
- TAP and CMAQ grant applications..... 37
- SWP Grant ..... 37

**POLICE DEPARTMENT** ..... 38

- Police Department Accreditation ..... 38
- New Hires..... 39
- Promotions..... 41
- Events..... 43
- Trainings ..... 44

Recognitions ..... 45

Noteworthy ..... 46

BACKUPPS Bill HB 189 article..... 48

**BUILDING INSPECTION ..... 49**

    General Statistics..... 49

    Reorganization of Building Inspection..... 50

**INFORMATION TECHNOLOGY ..... 50**

    New IT Managed Service Contract ..... 50

        Cyber Security Audit ..... 51

    CityWorks – PLL Software ..... 51

    Qx.net Tower Location..... 52

    New City Website..... 52

## GENERAL STATISTICS AND MILESTONES

### Census

In 2016, the estimated population of Georgetown increased from 31,685 to 32,356 taking Georgetown from the 9<sup>th</sup> largest city in Kentucky to the 7<sup>th</sup>. Since 2010 Georgetown is estimated to have grown by 3,258 people or 11.2 percent, making it the **fastest growing** of the top 25 cities in Kentucky. To put this in perspective: If growth rates from the past five years continued in all top ten cities, the City of Georgetown would become the 6<sup>th</sup> largest city in 2020 (passing Richmond) and the 5<sup>th</sup> largest in 2030 (passing Covington).



**The City of Georgetown is now the 7<sup>th</sup> largest city in Kentucky**

### Property Tax Base

2015 - \$2,415,676,814      2016 – \$2,735,629,201

### Budget

The City's 2016-17 Budget is \$25,739,112.

## Historical Budget and Population Data

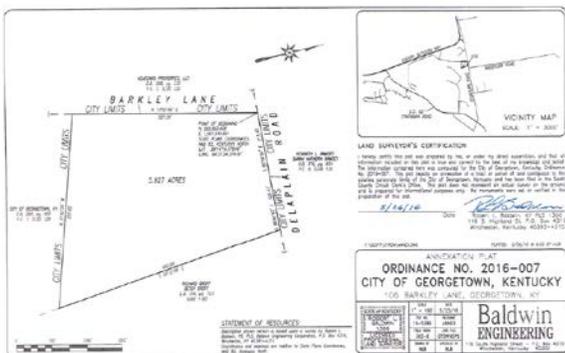
Year	Budget	Population	Per Capita
2016	\$25,739,112	32356	\$795.50
2015	\$25,296,787	31685	\$798.38
2010	\$22,413,338	29098	\$770.27
2005	\$30,596,418	20143	\$1,518.96
2000	\$24,466,780	18080	\$1,353.25
1995	\$7,773,675	*14747	\$527.14
1990	\$5,588,253	11414	\$489.60
1981	\$1,189,859	10972	\$108.45

\* estimate

## Building Permits

The Georgetown/Scott County Building Inspection Department issued a total of 1782 permits in 2016, 930 of which were building permits. See detailed Building Inspection report below.

## Annexations



The city annexed one parcel of land for a total of 5.97 acres into the city.

## Major and Minor Development Applications

### Major: 33

- Final Subdivision Plan – 1
- Preliminary Development Plan – 22
- Preliminary Subdivision Plan – 5
- Zone Change (ZMA) – 5

### Minor: 45

- Amended Minor Development Plan – 5
- Boundary Retracement – 1
- Consolidation – 8
- Transfer-Consolidation – 13
- Easement Retracement – 2
- Subdivision – 16

## Code Enforcement

Code Enforcement responded to 772 complaints of code violations, 693 within city limits.

ECONOMIC DEVELOPMENT

Industrial/Manufacturing Investments



Aerial View from Southwest



Aerial View from East

Company	Acres	Investment	Jobs Created
Toyota Engineering Facility (250,000 sq. ft)	--	\$80,000,000	350 (700)



Company	Acres	Investment	Jobs Created
BCTCS Advanced Manufacturing Center	20	\$24,500,000	20-25

2016 Accomplishments Milestones and Initiatives – Georgetown, Kentucky



Company	Acres	Investment	Jobs Created
Country Boy Brewing	6	\$4,500,000	17 (31)



Company	Acres	Investment	Jobs Created
Creform	6	\$2,500,000	11 (25)



Company	Acres	Investment	Jobs Created
Toyota Visitor's Center – June 8	--	--	--

Company	Acres	Investment	Jobs Created
Scariot Equipment Company	3.59	\$1,500,000	5
Cyron Holdings	4.5	\$3,500,000	22
Vuteq (expansion)	5	\$8,000,000	10-15
International Crankshaft (expansion)	5	\$47,600,000	130
Leggett and Platt (expansion)	--	\$1,875,000	230
Konecranes/CED	--	\$1,500,000	19+
Riverside Electric (existing lease)	--	--	42
Clark Welding (existing lease)	--	--	4
ACCL Enterprises (existing lease)	--	--	40
Bluegrass Powder Coating (existing lease)	--	--	6
Core Controls	4.16	--	9

### Retail/Restaurant/Service Investments



Formaggio Italiano Restaurant – March 2



Red State Taps Restaurant – March 16



Stockton Mortgage – March 2



Country Boy Brewing – Groundbreaking – March 30



C.O.R.E. Health Center – April 5



Shoe Gallery – April 25



Bluegrass Medical Aesthetics – June 16



The Floor Guy – July 1



Georgetown Family Chiropractic – August 26



Xtra Value Flooring Outlet – September 1



More than Cake – September 9



Katherine Bennett, CPA – September 21



Keller Williams Greater Lexington – September 28



Bluegrass Liquor Box Canewood – October 28



Cattleman's Roadhouse Restaurant – November 15



Hello Beautiful Salon – December 1



KORT Physical Therapy – December 14

## Government Investments



Scott County Public Library – June 4



Scott County Maintenance Facility – November 18

## Lemons Mill Widening Project

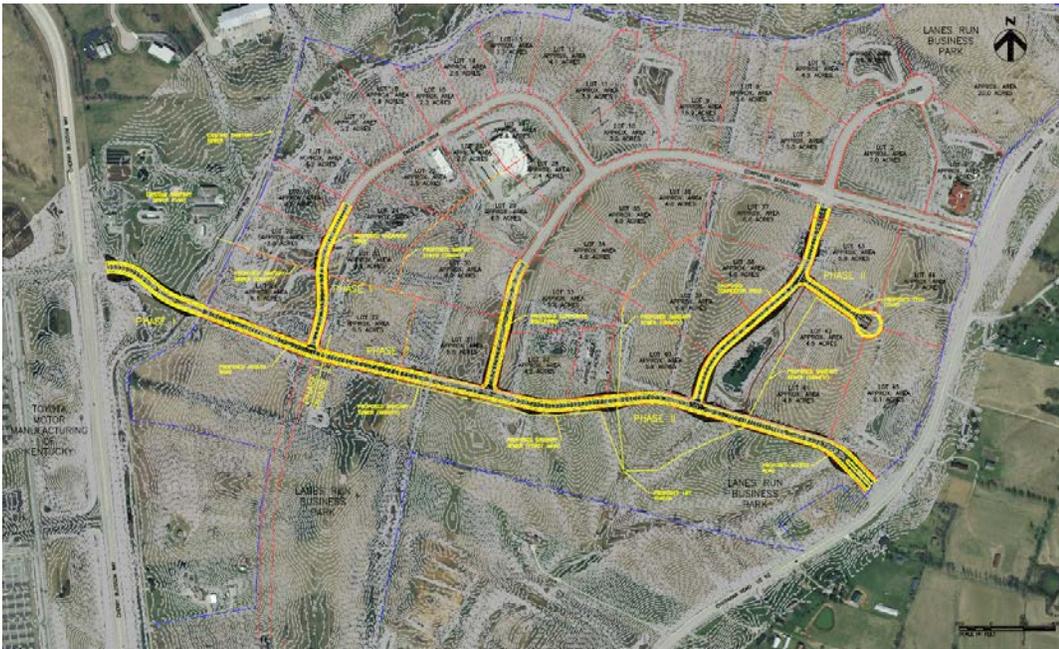


Georgetown and Scott County working in conjunction with Economic Development Director Jack Conner organized an effort to conceptualize and fund the widening of Lemon’s Mill Rd. at and near the intersection with U.S. 460 McClelland Circle bypass. Bordering the Georgetown Industrial Park, the area is one of the most critical to the city’s economic prosperity and in recent years has become heavily congested with truck and vehicle

traffic. The plan to widen the road and add turn lanes onto the bypass will significantly reduce the traffic issues and assist businesses in the park with delivery scheduling, which is especially critical in the prevalent Just in Time manufacturing in our area.

The project has a total budget of around \$750,000, which will be funded \$250,000 by the city and county jointly, \$400,000 by the Cabinet for Economic Development and the Governor's Office and \$100,000 by the businesses in the Park. As an incentive for the businesses, the City and County will offer a five-year tax credit against net profits, allowing those businesses to recoup their investments.

## Lanes Run Business Park Improvements



Recent years have seen a number of acres in the Lanes Run Business Park sold to businesses for a variety of manufacturing and corporate uses. Now the Park is nearing capacity and has limited sites available for

use by prospective businesses. The City and County have developed a Preliminary Plan to expand the Park by purchasing more land and building out road and utility infrastructure to connect the east side of the Park to the west directly across from Toyota Gate 3. At a cost of \$8,000,000, this will be the City and County's most significant investment in economic development in decades and should dramatically boost the marketability of property in and around the Park.

## Land Sales

- \$150,000 Closed on Country Boy December, 2015
- \$150,000 April Closing on Creform
- \$ 50,000 March Closing on MVH Industrial
- \$ 87,500 March/April Closing on Scariot Equipment

- \$150,000 +/- April Closing on Client (Corporate and Tech Ct.)
- \$15,000 June closing on Cyron Holdings

## GENERAL GOVERNMENT

### Reformation of the Georgetown-Scott County Revenue Commission

2016 was a year of rebirth for the Georgetown-Scott County Revenue Commission. Late in 2015, Commission leaders, including Mayor Tom Prather, realized that the Commission lacked oversight and transparency. The announcement of nearly \$1 million of delinquent occupational license taxes accumulated over a period of 13 years had the Commission thirsty for answers.

In an effort spearheaded by Mayor Prather and Judge/Executive George Lusby, the Commission began to dive deep into the staff's operations. The exercise led to the eventual resignation of long-time Commission Director Jeff Morris. Prather and Lusby moved to make immediate changes to the Commission, including:

- Establishing a regular, monthly meeting of the Commission, open to the public.
  - Authorizing the Georgetown Human Resources Director, Megan Miller, to conduct a nationwide search for a new director.
  - Hiring the Georgetown City Attorney, Andrew Hartley, to serve as counsel to the Commission.
  - Hiring local attorney Temple Juett to begin collections efforts on delinquent taxes.
  - Inviting the News-Graphic to attend Commission Meetings.



**SCOTT HALL - REVENUE  
COMMISSION DIRECTOR**

An extensive search led the Commission to hire Scott Hall, the Audit Division Manager at the Louisville Metro Revenue Commission, as the Commission's new Director. Scott brings a wealth of knowledge and experience to the job. Since his hire in July, Scott has made substantial improvements to the operations at the Commission. The following are highlights

from Scott's first six months at the Commission:

- Director immediately began an Operational Assessment to provide an objective and transparent view of the current state of the organization.
- Regularly Scheduled Monthly Commissioner's Meetings began in July 27, 2016.

- Director invited to visit Lexington Division of Revenue to review their new tax administration software.
- Increased surety bond coverage for all employees of the Revenue Commission from \$200,000 to \$2,000,000. We increased our coverage tenfold with an additional cost of only \$209.95 annually.
- A vendor review is in progress which thus far has identified the potential for significant savings to the taxpayers.
- Renegotiated telecommunications and internet service plans with AT&T that reduced total monthly telecomm and internet expenditures by nearly \$700 per month while at same time upgrading our services. We upgraded high speed internet service from DSL to Uverse, added phone features including unlimited long distance and international calling and received 5 FREE Samsung Galaxy promotional tablets as well as data plans for each.
- Verizon wireless plan under review for renegotiation to lower monthly cost.
- Copier contract under review for renegotiation to lower monthly cost. Current contract Expires 2/22/17.
- Director elected Vice President of Kentucky Occupational License Association (KOLA).
- Website upgrade in progress. No additional cost for this service through our IT Service provider.
- Identified numerous surplus technology items that have been inventoried to be sold at auction at a later date.
- Completed the final phase of a new server migration project which began in Q4 2015. Project was a success with only 2 hours of downtime as projected. No additional cost for this service through our IT Service provider.
- Upgraded to current version of taxpayer database software on both primary server and all user workstations. No additional cost for this service through our IT Service provider.
- Engaged our Database Developer to assess, advise, update and improve our taxpayer database software. Primary goal is to create a robust and accurate reporting module specifically focused on identifying delinquencies for Collections and Legal
- Data exchange agreement with KY DOR in progress.
- Annual external audit completed successfully. We received 1 finding which was corrected during the Audit and reported to the Board of Commissioners.

- Developed cross-functional relationships with Director of GSC Chamber of Commerce, Director of Finance, City Clerk, Director of GSC Tourism and City Fire Marshall to share compliance related information.
- Collections – Based on a manual review of 86% of all active accounts GSCRC reported in October 2016 a preliminary Effective Collections Rate (ECR) of 98.1% for FYE 6/30/2016. For benchmarking purposes 8 counties and cities with similar populations have been identified for comparison. Example - Jessamine County reports ECR for FYE 6/30/2016 = 90.624% and City of Nicholasville reports ECR for FYE 6/30/2016 = 92.218%.

## Local Governments of Scott County Joint Code Enforcement Board



In Summer of 2016, the City of Georgetown began the process of updating its code of ordinances to modernize its nuisance property maintenance and other public safety codes and to adopt a Code Enforcement Board Ordinance consistent with the requirements of 2016 HB 422. City Attorney Andrew Hartley gave a presentation to a joint session of the City Council and the Scott County Fiscal Court. Mayors Claude Christensen

and Kayla Jones of Sadieville and Stamping Ground, respectively, were also in attendance. Subsequently, the four local governments began to work together to on a joint code enforcement effort. The result is a modern, efficient code enforcement scheme that will facilitate safer, cleaner communities in Scott County. Through an Interlocal Agreement, the parties established a joint Code Enforcement Board to hear appeals of civil citations issued by code enforcement officers in each jurisdiction. The City of Georgetown will continue to administer the Code Enforcement Division.

Georgetown's comprehensive Code Enforcement Ordinance also established a Vacant Property Review Commission, an Administrative Search Warrant scheme, a uniform schedule of penalties and a lienholder notification system. The city's various "administrative hold" ordinances were consolidated to provide a clear mandate against any city department from issuing a permit or license to property owners with outstanding

liens, fines, or unpaid tax bills.

The Mayor also established a “Code Enforcement Committee” of city staff, citizens and council members that meets monthly and discusses code enforcement issues. It has been working on a plan to assist owners of stressed, dilapidated and blighted properties with tools to help rehab or demolish the properties with minimal impact to the owners. The Committee is led by Georgetown Fire Marshall Tim Thompson.

Finally, the Georgetown Code Enforcement Division was reorganized to add the position of Chief Code Enforcement Officer and part time Administrative Assistant. William “Dusty” Carter was promoted to Chief Code Enforcement Officer, Tammy Vinegar-Ford was hired as Code Enforcement Officer and Jordan Thompson was hired as Administrative Assistant.

## Top Ten Code Violations

A GUIDE FOR PROPERTY OWNERS IN GEORGETOWN, KY



**Tall Grass and Weeds** - Grass must not exceed ten inches in height. Trees and shrubs may not extend into the street (below 14 feet) or over the sidewalk (below 7 feet).



**Broken Sidewalks** - Property owners are responsible for maintaining and repairing the sidewalks bordering their properties.



**Improper Trash Set Out** - All trash must be placed in an approved receptacle (Herbie-Curbie). Large items require a special pickup fee. Rocks and heavy items may not be placed in Herbies.



**Vehicle Parked on Front Lawn** - Vehicles may only be parked on driveways. Parking is permitted on rear lawns if not visible from the street.



**Illegal Signs** - Yard sale and other signs may not be placed on poles, signs or in between the street and sidewalk. Many signs require a permit. Others may be prohibited in certain zones.



**Property Maintenance** - Allowing property to accumulate rubbish, litter, scrap, appliances, or household goods is prohibited. Homes in poor condition contribute to blight and reduce property values.



**Inoperable Vehicles** - It is unlawful to leave inoperable vehicles on the street or in driveways longer than 24 hours. Inoperable vehicles may be parked in a garage or in rear lots if not visible from the street.



**Unauthorized Home Business** - Running a home-based business in a residential zone may be a violation of the zoning code. Contact Planning and Zoning for more information.

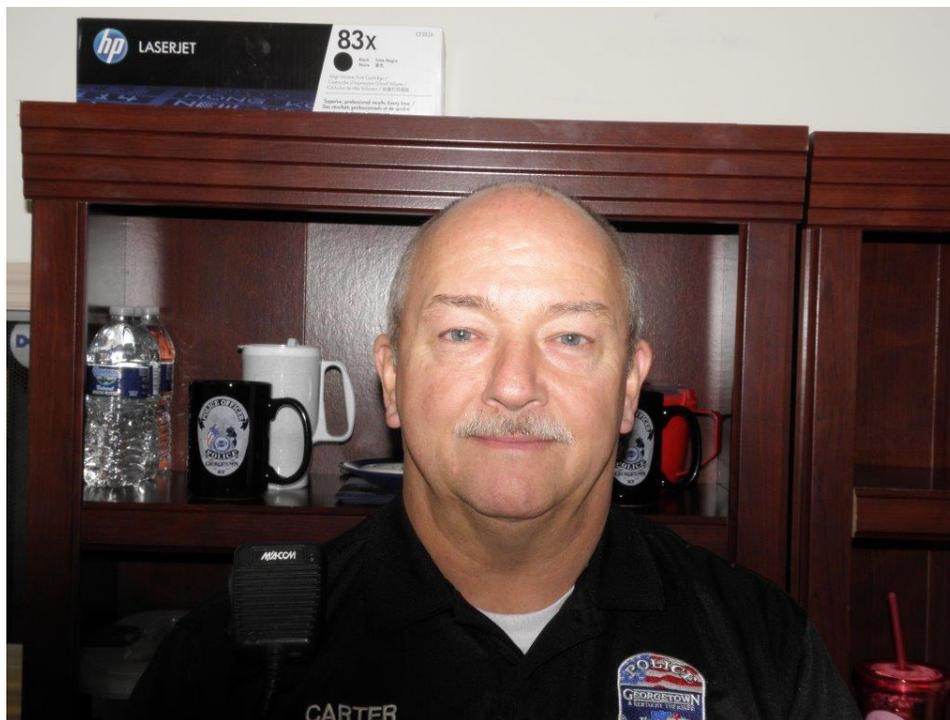


**Building without a Permit** - Most structures and electrical work require a permit prior to construction. Failure to obtain a required permit could result in fines and removal of non-compliant structures.

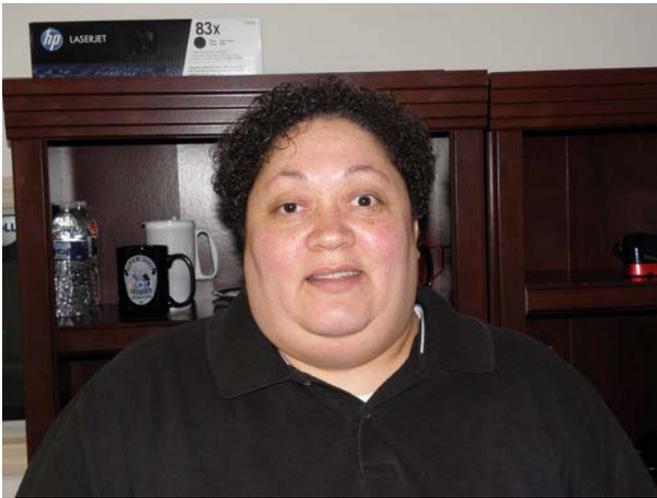


**Animal Violations** - Dogs barking excessively, failure to leash dogs, uncollected animal waste, unauthorized animals (pigs, chickens, wild animals), are violations of the city's animal control ordinances.

To report a violation or for more information, please contact Code Enforcement at 502-603-5844



William “Dusty” Carter – Chief Code Enforcement Officer



Tammy Vinegar-Ford



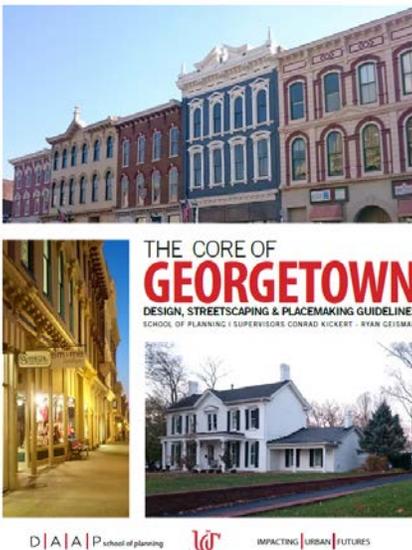
Jordan Thompson

### Lexus Way and new Interchange

As part of Toyota Motor Manufacturing of Kentucky’s Lexus ES350 expansion, the Kentucky Transportation Cabinet began construction of a new Interstate 75 exchange between exits 126 and 129 in early 2016. Exit 127, which opened on December 17th, provides access to and from a new road connecting Cherry Blossom Way to Champion Way and is intended to alleviate traffic issues that often coincide with shift change at Toyota and to provide alternate access routes for visitors, employees and suppliers to Toyota. In honor of Toyota and its commitment to the community, the City and County asked that the road be named Lexus Way.

### University of Cincinnati Design Project

In October Mayor Prather was invited to speak at the Mayors’ Institute of City Design, a leadership initiative of the National Endowment for the Arts in partnership with the United States Conference of Mayors, which was being hosted at the University of Cincinnati School of Planning. There he presented a proposed project for the re-envisioning of the Water Street area of Georgetown, the city’s historical origin and reputed “Birthplace of Bourbon.”



Design students attending the school then conceived a project to study downtown Georgetown and make recommendations for transforming Georgetown and the Water Street area. In December, students delivered an extensive report detailing their findings.



## Fleet Cards

The City implemented a Fleet Card program, allowing employees to refuel at any station accepting the fleet credit card. The system provides more flexibility and better accountability for fuel costs.

## Chief of Staff

By executive order, effective January 1, 2017, Mayor Prather named City Attorney Andrew Hartley as the City of Georgetown's first ever Chief of Staff, granting him broad powers to plan, organize, control and integrate the work of the Mayor's staff and subordinates, to serve as liaison on behalf of the mayor for various functions and to assist the Mayor and other elected officials in providing leadership in addressing complex and sensitive Citywide matters. Andrew has 10 years of experience in local government law and has been the City Attorney since 2013. Under his leadership the City has already implemented a number of cost saving measures, internal efficiencies and progressive policies.



**ANDREW HARTLEY - CHIEF OF STAFF**

## Telemedicine Clinic

In a trial program, the City implemented an onsite "telemedicine clinic" in city hall, allowing employees to visit a health practitioner onsite while connecting via secure internet connection to a doctor, who could see the patient and provide live consultation.

## Health Risk Assessments

40% of City employees (including Parks and Rec, P&Z, GHA and Tourism) received a Health Risk Assessment (87/216 insured). Considering 55 firefighters get annual

physicals, this means 142/216 employees were screened. Since we began HRA's with Balanced Care, 18 instances of diabetes, 42 instances of high cholesterol and 31 instances of hypertension have been detected and treatment has been initiated. Care Here estimates this could save us approximately \$589,000 in future medical costs for those conditions.

## Ethics Ordinance

The Georgetown Board of Ethics spearheaded an effort to revamp the City's ethics ordinance, which had not been substantially changed in several years. This was the most comprehensive update since the Ordinance was first passed in 1994. Changes were made to nearly every section. Ethics Board members hope the changes will lead to the City becoming a Certified City of Ethics from the Kentucky League of Cities.

## Cardome Sale to Catholic Diocese



The Cardome Center, an historically important facility on Cincinnati Pike in Georgetown, has been in a declining physical state for decades. The city's lease to the Cardome Academy, while beneficial to the community, had not made significant progress towards the preservation of the buildings. In early 2016, the City was approached by leaders from the Ss. Francis and John Parish of the Catholic Diocese of Lexington about a potential purchase of Cardome for the

Parish's new home. For nearly a century, from 1896 to 1987, Cardome had been home to the Sisters of the Visitation, a cloistered catholic religious order founded in 1610.

Needless to say, City leaders were excited about the prospect of the Catholic Church reoccupying Cardome after almost three decades of absence. Following months of negotiations and careful legal analysis on both sides, the City and the Diocese struck a deal for both a short term occupancy lease and a long term capital lease. The short term lease would allow the city time to expend grant funds reserved for improvements to Cardome. The Diocese will then execute a 20-year capital lease to acquire 30 acres of the Cardome campus for a total purchase price of \$1,000,000. The City agreed to spend its \$100,000 grant allocation, which the Kentucky Transportation Cabinet had specifically earmarked for Cardome, prior to executing the long terms lease

In collaboration with Parish leaders, the city developed a scope of work to make repairs to the roof at Cardome's main building. While the bid solicitation process on the federal

grant has been tedious and slow to progress, the city anticipates awarding a contract in February, 2017. Execution of the long term lease will follow immediately upon completion of the repair work.

## Bluegrass Stockyards

After a colossal fire destroyed the Bluegrass Stockyards in downtown Lexington, rumors began to circulate that the Stockyards were looking to relocate to an area just across the border from Scott County. City and county leaders were concerned about the environmental impact of such a facility in an area on or near the Cane Run Watershed, which feeds the City's fresh water supply. Mayor Prather moved swiftly to ensure that the City and county would have a seat at the negotiating table. The city was invited to tour another of the Bluegrass Stockyards' facilities and was provided details on the state of the art plans for mitigating the environmental impacts of the Stockyards' operations. After careful consideration, the City was able to support Bluegrass Stockyards' planned relocation to northern Fayette County.

## Main Street to Tourism



**LORI SAUNDERS - TOURISM  
DIRECTOR**

In a bold and pioneering move that has several other cities contemplating similar measures, the City negotiated with the Georgetown/Scott County Tourism Commission to take over the responsibilities of the Georgetown Main Street/Historic Georgetown board, which had fallen on difficult times. The move will strengthen the City's efforts to cater to downtown businesses and residents and help to energize an already vibrant downtown scene.

And speaking of Tourism, congratulations to Lori Saunders, who took over as Director of the Tourism Commission in January 2016!

## Georgetown Mobile Estates

The City and Scott County continue to work towards a solution to one of the most serious environmental issues in the Commonwealth: a failing package treatment plant serving 500 mobile homes on the southern border of Scott County. The site is a major contributor of fecal coliform to the Cane Run Creek, which directly feeds into the City's fresh water supply. The property is currently in the hands of an investor seeking a buyer, but significant infrastructure problems on site have made the sale difficult. The same problems

present a roadblock keeping GMWSS, the city’s water and sewer company, from extending sewer lines to the Property. Representatives from the City, County, WEDCO Health Department, GMWSS and the KY Division of Water have met and formulated a plan. Discussions will continue with the investor once further due diligence has been performed.

### **Safety on Main Street**

Wishing to express serious concerns about safety on U.S. Highway 460/West Main Street, the Georgetown City Council adopted a resolution asking the Kentucky Transportation Cabinet to carefully study traffic safety in the area and to consider widening the road, adjusting speed limits, increasing lighting and adding sidewalks. Additionally, the City hired a consultant to write an application for a Transportation Alternatives Program (TAP) Grant which would address numerous pedestrian issues in the West Main Street area.

### **New Employee Handbook**

The City substantially revised its employee handbook to reflect best practices and implement new personnel policies.

### **One Stop Shop in Old Water Company Building**

For years, Georgetown and Scott County have desired to offer a “One-Stop Shop” for developers and contractors seeking permits. Currently, the Georgetown/Scott County Building Inspection Department (operated by the City) and the Georgetown/Scott County Electrical Inspection Department (operated by the County) are located across the city from one another. In early 2016, city and county leaders envisioned a plan to demolish the Center of Town building on Oregon Street and to construct a new home for bold inspection departments. The City and County, in fact, executed an interlocal agreement and proceeded to demolish the structure. However, subsequent developments led the Mayor and Judge to seek alternative locations.

After the Georgetown Municipal Water and Sewer Service moved from its home on 125 W. Clinton Street, the building sat unoccupied for a year. A serendipitous meeting got City leaders talking about the possibility of using the former water company building, which was already owned by the City, for the new home of Building and Electrical Inspection. The Mayor and Judge/Executive quickly realized that the building was perfect, not only for Building and Electrical Inspection, but the newly expanded city-operated Code Enforcement Department as well. Perhaps even more fortuitous, the City and County reached an agreement to allow the County to occupy the building rent free for ten years in exchange for forgiveness of a recently discovered debt owed by the city to the County.

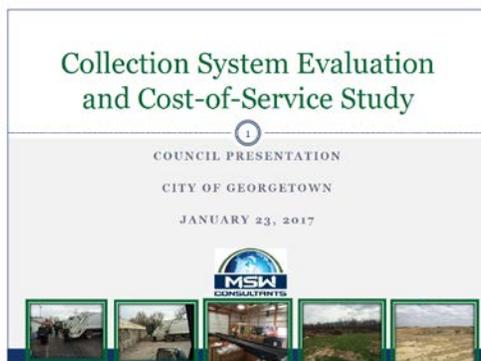
By interlocal agreement, Georgetown and Scott County agreed to equally split the costs of upfitting the building to meet the needs of the three departments. The parties are currently in the process of procuring projects to rehab the interior, add an elevator, and improve drainage at the site. Work is expected to commence in early Spring, with occupancy anticipated in late Spring.

## PUBLIC WORKS & SANITATION

### Municipal Solid Waste Consultant – RFQ and report

For years the Georgetown Sanitation department has struggled with inefficiencies, inconsistent strategies and poor financial performance. Recognizing the need for professional guidance, the City issued an RFP seeking a complete evaluation of the Sanitation program. It soon tapped Mid-Atlantic Solid Waste Consultants (“MSW”) to deliver a comprehensive report on the City's existing solid

waste collection operations, including logistics and routing, personnel, equipment, finances and rate structure, maintenance, safety, regulatory compliance, facilities, quality of service, solid waste ordinances and enforcement procedures.



City staff worked with MSW for four months to provide the information needed for MSW to conduct its analysis. Another four months was spent discussing MSW's findings and honing strategies. Staff also played critical roles in identifying the specific problems dogging the city and focusing the consultants' work on concerns shared by council members.

On January 23, 2017, MSW delivered a presentation to the City Council providing detailed recommendation, which included a full cost of service and rate analysis, benchmarking of other cities, and customer survey. MSW gave the Council four primary conclusions:

- The City's residential collection service is operating at a substantial surplus.
- That surplus is largely offset by substantial losses in its commercial collection services.

- The City should exit the business or outsource commercial dumpster collection and adjust its commercial Herbie rates to be consistent with industry standards.
- The City could implement curbside recycling without raising rates for residents, provided its other recommendations were first implemented.

A full report from MSW is forthcoming.

## New Hires



**ROBERT BRUIN - DIRECTOR OF PUBLIC WORKS**

In March, 2016, the City of Georgetown proudly welcomed back Robert Bruin as Interim Public Works Director. Robert is the former city Fire Chief and worked for the city for 24 years. Mayor Prather officially hired Robert as permanent Director of Public Works on August 29. He has been a fantastic addition to the senior management team. His leadership and guidance has been especially critical during the solid waste evaluation being performed by MSW Consultants.



Julie Saunders



Andy Bertrand



Mike Varney



Jason Wright



Eddie Fryman

## Free Mulch Program

Public Works instituted a free mulch program using tree trimmings from brush collection. Residents of Scott County can pick up a load of mulch on one designated Saturday of every month.

## FIRE DEPARTMENT

### Statistics at a Glance

GFD crews responded to 2634 incidents

- Fires – 118
- Overpressure Rupture – 3
- Rescue and EMS – 1599
- Hazardous Condition – 134
- Service – 119
- Good Intent – 415
- False Alarm – 241

- Special Incident - 5

GFD members completed a total of 16,700 Training/Instructor hours

Fire Prevention and Inspection Division conducted 820 Building inspections

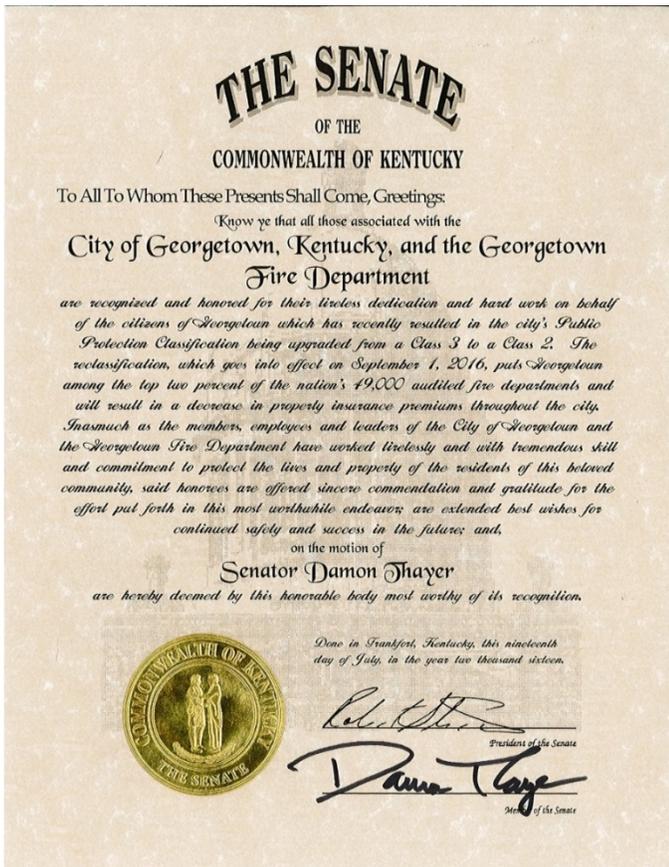
## ISO CLASS 2 Rating



On June 8, 2016, Mayor Tom Prather and Fire Chief John Ward were proud to announce that the City of Georgetown received a Public Protection Classification rating of ISO Class 2, effective September 1, 2016. An extensive audit and inspection conducted by the Insurance Services Office (ISO) found that the City's fire suppression capabilities have improved significantly in the last decade, enough to warrant upgrading its ISO rating from Class 3 to Class 2.

ISO is the nation's leading insurance industry risk rating and assessment service. Its ratings play an important role in the underwriting process of insurance companies who use communities' fire suppression capability ratings as a major component of their determination of coverage and premium pricing for personal, residential or commercial property insurance. Of the 49,000 fire departments audited nationwide, only 2% achieve a rating higher than ISO Class 3.

“The ISO Class 2 rating is proof of what we have long known in Georgetown: that our fire department is an elite team, ranking among the finest in the state and the nation,” said



Mayor Tom Prather. “Should the tragedy of a fire ever strike our citizens homes or businesses,” he added, “we are prepared. We have the tools, the talent and the training to protect them.” “We are extremely proud of our firefighters,” said Chief John Ward, calling them “the most hard-working, dedicated people I’ve ever known.”

This rating would not have been achieved without the efforts and cooperation of Fire Chief John Ward, the Fire/EMS department personnel, Retired Fire Chiefs Robert Bruin and Brian Sageser, staff of Georgetown/Scott County 911 Dispatch and numerous current and former city council members and mayors. Thanks also go to the Georgetown Municipal Water and Sewer Service and Kentucky American Water, whose water supply systems account for 40%

of the ISO's rating score.

## Life Safety Achievement Award



Georgetown Fire Department was awarded the Life Safety Achievement Award from the National Association of State Fire Marshals Fire Research and Education Foundation.

## Trainings and Programs



Georgetown Fire Department and Frankfort Fire Department conducted two joint Fire Recruit training classes that graduated in April and December.



Fire Marshal Tim Thompson, Firefighters Anne Willett, and Kevin Darnell were certified as Youth Fire Setting Prevention and Intervention (YFPI) specialists at the National Fire Academy. The YFPI is designed to help kids involved in fire setting stop the behavior and get any interventions they may need to help them.



1st Georgetown Fire Department Citizens Fire Academy graduated



Georgetown Fire Department Safety Day in conjunction with the annual Fire Prevention Parade was moved to Georgetown College. This decision proved to be a big success due to the large crowd that turned out to listen to various safety tips from various agencies who participated.



### Citizens Fire Academy

Georgetown Fire Department Citizens Fire Alumni Association was established. This group will replace the partnership we had with the National Fire Safety Council and assist us with fundraising for Fire Prevention materials used in all the schools and daycares and expand our prevention efforts to different groups in the community.

### Officer Development Program

Held the 2nd Annual Georgetown Fire Department Officer Development program. Graduated 13 Members. This program is designed to provide firefighters with training and guidance to become the next generation of fire department officers. This program brings in various officers from departments in the region. They come in and share their experiences and knowledge on what it takes to be a successful company officer.

This was the first year that 3 Members from the Scott County Fire Department participated in our Officer Development program.

### Equipment and Capital

They are equipped with the latest NFPA standards and integrated accountability software.

All Captains were equipped with a new technology called Scott Sight. This gives all of our Company Officers the ability to have

Hands Free, Thermal Imaging System inside their SCBA face piece



Due to our ability to upgrade our SCBA's we were able to donate 16 SCBA's, 32 Air Cylinders, 16 Face Pieces, and 16 Voice Amps to the City of Stamping Ground Fire Department





New Pierce Saber pumper (E-2) added to the GFD fleet (\$424,000)

## New Hires



FF/EMT M. Bennett



FF/EMT S. Backburn



FF/EMT T. Flynt



FF/EMT H. Hughes



FF/EMT C. Jackson



FF/EMT D. Jarvis



FF/EMT K. Lawrence



Donna Alsop – Administrative Assistant

## Moving On and Moving Up

### Retirements and Resignations

Firefighter/EMT Theo Chenault	20 Years of Service
Captain Tim James	20 Years of Service
Firefighter/EMT David Raisor	20 Years of Service
Firefighter/EMT Jeremy Wright	10 Years of Service

### Promotions

Firefighter/EMT Wes Broderick was promoted to Captain of E-1

## Additional Accomplishments

- Awarded Kentucky American Water's 2016 Firefighting Support Grant to purchase additional safety vests for our members
- Certified an additional 8 members as Swift Water Technicians
- Certified an additional 2 members as Rope Technicians
- Upgraded and updated our swift water, haz-mat, and rope rescue equipment
- Updated Fire Station 3 flooring and lighting
- Completed kitchen upgrades at Fire Station 1

## CITY ENGINEER

### Hollyhock Stormwater Issue



This summer the City discovered a pavement failure on Hollyhock adjacent to a failing stormwater headwall. Through further analysis it was determined that the failed corrugated metal pipe and headwall need to be fully replaced in order to correct the issue. The scope of the project was further expanded to include the installation of a curb along the western side of the street to prevent further sloughing of the embankment. Once the stormwater infrastructure has been replaced and the new curb installed, the City intends to repave Hollyhock during its annual paving. The design for this project was completed in 2016 with the intent to bid out and complete in 2016.

### Garth Elementary School – Traffic

The City installed new signs to help alleviate the congestion on East Jackson to permit double parking during certain hours while retaining safe passage for two-way traffic. Additionally, a section of North Hamilton adjacent to the school was converted into permit parking for teachers during school hours to help alleviate congestion on East Jackson.

### Sign Replacement Program

This last year the City has started to replace signs to meet the MUTCD code set forth by the federal government. This initial replacement phase will continue for approximately four years to be followed by a sign condition monitoring and replacement phase going forward. This summer Public Works replaced all of the speed limit signs. We were able to reduce the total number of speed limit signs by approximately 70% by posting

“Georgetown 25 MPH Unless Otherwise Posted” signs at all access points off of higher speed streets. Over time this will reduce the City’s maintenance budget need while adequately notifying all motorists of the regulated speed limit as permitted by City ordinance. Additionally, all stop signs were located via GIS this year with the intention to begin a replacement program over the next few budget cycles.

### Snow Removal Management Plan

The Snow Removal Management Plan was updated and adopted by Council this year to include portions of the Parks and Recreation Snow Plan to increase a cohesive response to events and further develop expectations for the general public. Additionally, the majority of emergency route signage has been installed this year with the remaining to be installed in early 2017.

### Demolition of Center of Town

This past year the Georgetown Community Center, also known as the “Center of Town,” a 9,200 square foot building, was demolished. A windstorm had previously damaged the facility and forced the removal of numerous community programs. During the demolition process, an unknown petroleum based pocket of fluid was discovered and abated. The County and City had planned to construct a new Building and Electrical Inspection offices; however the site is currently grassed.



Before Demolition



After demolition

## Stormwater BMP manual

In 2015, Section 1105 of the Georgetown/Scott County Subdivision and Development Regulations, entitled Storm Water Management, was repealed and re-enacted to establish a stormwater best practices manual. The development of this manual began in 2015 with the majority of it completed during 2016. This manual expanded the guidelines for developers and engineers, from the original regulation, to provide clarity, general information and tools for future development. The manual also includes cut-sheets for each type of permitted BMP that contain guidelines for maintenance with the intent that the end user has an easily referenced document outlining proper maintenance. Once finalized, maintenance agreements will be included in the manual to ensure that BMPs installed by developers are maintained adequately by future land owners. These agreements and a presentation to developers will be completed in 2017.

## Street paving

This past year, a Pavement Management System was developed by a consultant using a vehicle measuring the pavement condition of every City street. This system was used to rank every street based on their condition. Approximately five miles of streets were selected and paved from this ranking on a worst to best condition. Additionally, as mandated by the federal government, the City replaced a majority of the curb ramps bringing them into ADA compliance. The remainder of the curb ramps not meeting ADA compliance will be replaced in 2017.

## Lanes Run Business Park Infrastructure Improvements



**Infrastructure Project at Lanes Run**

In 2015, the City worked with an engineering firm to design sanitary lines and a new street just over 500 feet in length. In 2016 the City hired a construction firm who installed this new infrastructure allowing for three new industrial facilities to begin construction.

## Sims Road Pond Removal

In 2015, the City utilized their landfill consultant to develop plans to remove the two remaining leachate ponds at the Sims Road landfill. These ponds have not been used since sanitary sewer lines were installed in 2008. This past summer, the City contracted with an environmental construction firm who removed the sludge from these ponds, performed final grading and established a vegetative cover. Removing these ponds reduced the City's liability exposure, future maintenance expense and permitting requirements.

## Traffic flow changes to Bourbon Street and North Court Street

In 2015 it was determined that one of the highest accident rate areas involving City streets was located at the intersection of Bourbon Street and Paris Pike. Council acted to change the section of Bourbon Street from Paris Pike to Davis Court to one-way directional travel in order to reduce these conflicts. This past year this plan was implemented and has significantly reduced accidents in this area. The section of North Court Street running along the eastern side of City Hall was converted to one-way travel to reduce vehicle conflicts in front of City Hall.

## TAP and CMAQ grant applications

The City re-applied for the Congestion Mitigation Air Quality (CMAQ) grant to help mitigate congestion at Scott County High School on Cardinal Drive. The City had applied for this grant the previous year but was not selected. The preliminary scope of work has been reduced to phases with the hope that this year's application will be more attractive. Additionally, the City applied for the Transportation Alternatives Program (TAP) grant this year. The preliminary scope of work for this project intends to improve sidewalks, drainage and the Royal Springs Viaduct. The improvements will help improve pedestrian safety, provide traffic calming measures, reduce damage from stormwater runoff and increase the look and feel of downtown.

## SWP Grant

This year the City applied for and received funding for the Source Water Protection (SWP) grant. The scope of work includes constructing a water quality filtration best management practice through the use of a rain garden. The garden will be located in the Suffoletta Memorial Park near a sink hole. Educational signs will be installed providing opportunities for environmental learning for students at the nearby Georgetown Middle School. Volunteers will help with constructing this project. The goal of this project is to improve the quality of stormwater runoff before it enters the Royal Springs Aquifer where

the City of Georgetown draws its drinking water. Construction will begin in the spring of 2017.

POLICE DEPARTMENT

Police Department Accreditation



Georgetown Police Department Receives Accreditation from Kentucky Law Enforcement Professional Standards Committee

## New Hires



Officer Joe Dotson



Officer Blake Lizer



Officer Christian Squires



Officer Brandon Waller



Officer Mitch Lair



Officer Ryan Hill



Officer Cole Centner



Officer Zach Harris



Officer Justin Baker



Officer Todd Adams



Officer Ben Smith



Officer Kevin Heitz

## Promotions



Captain Robert Swanigan – Promoted to Assistant Chief



Lt. Don Mather Promoted to Captain



Sgt. Brian Moore Promoted to Lieutenant



Sgt. Mike Wagoner Promoted to Lieutenant



Officer Josh Nash Promoted to Sergeant



Det. Darin Allgood Promoted to Sergeant



Officer Joe Payton Promoted to Sergeant



Officer Nick Lodal Promoted to Sergeant

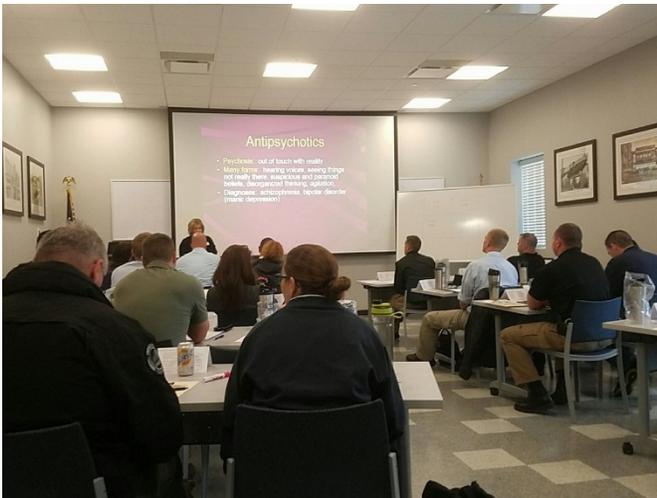
## Events



Georgetown's Finest 5K

AKA, the "5K with Guts"

## Trainings



CIT Training

Addictive Behaviors, Drug Recognition

## Recognitions



Officer Natalie Payne – Reader’s Choice  
Law Enforcement Officer of the Year



Chief Michael Bosse – Sunflower Kids  
Award of Recognition



Officer Jason Christopher and Sarah Duke  
receive special commendations.



Officer Gus Curtis receives Governor’s  
Award for Impaired Driving Enforcement

## Noteworthy



Chief Michael Bosse – Chamber of Commerce Keynote Speaker



GPD Pink for Breast Cancer Awareness



Chief Bosse - State Crisis Intervention Team Conference



New Toyota Camry Cruisers



GPD Safety Day – New cruiser markings



GPD Honor Guard



AED Grant



New

GPD Uniforms – Sharp!

### BACKUPPS Bill HB 189 article

After forging a groundbreaking agreement between 15 police departments, 11 sheriff's offices and the University of Kentucky for shared law enforcement jurisdiction, the BACKUPPS members recognized the need to add new members quickly, a goal that was made difficult by the strictures of the Interlocal Cooperation Act. Working with Georgetown Chief of Staff/City Attorney, Andrew Hartley, the members drafted a bill that would simplify the process for amending the Agreement to add new members.

Hartley, accompanied by numerous sheriffs and police chiefs, testified in Frankfort alongside the bill's sponsor, Representative Tom McKee. HB 189 passed both chambers of the General Assembly a single vote shy of unanimously and was signed by Governor Matt Bevin on April 9, 2016.

In consultation with Mr. Hartley, members of BACKUPPS subsequently amended their agreement to include provisions for adding new members, along with creating a board to govern membership and standard operating procedures. The first amendment to the

BACKUPPS interlocal added 17 new parties, resulting in shared law enforcement jurisdiction between 25 sheriff's offices, 18 city police departments and the University of Kentucky. Since then, 12 additional law enforcement agencies have requested to be added, which will bring the total to 56.

## BUILDING INSPECTION

### General Statistics

	2010	2011	2012	2013	2014	2015	2016
<b>Building Inspection Division Totals</b>							
Permits Issued	543	552	601	652	641	793	930
Permit Fees Collected	\$117,323.20	\$168,307.72	\$156,497.81	\$202,850.06	\$248,436.63	\$300,848.53	\$480,943.73
<b>HVAC Division Totals</b>							
Permits Issued	*	204	299	379	366	430	482
Permit Fees Collected	*	\$22,857.00	\$42,645.00	\$42,152.66	\$46,115.00	\$71,805.00	\$87,055.00
<b>Land Disturbance Totals (Georgetown City Only)</b>							
Permits Issued	32	145	195	279	265	335	370
Permit Fees Collected	\$800.00	\$3,625.00	\$4,875.00	\$6,975.00	\$6,625.00	\$8,375.00	\$9,250.00
<b>Other Revenue</b>							
Surplus Sale					\$5,595.00	\$0.00	\$0.00
<b>COMBINED TOTALS</b>							
Permits Issued	575	901	1095	1310	1272	1558	1782
Permit Fees Collected	\$118,123.20	\$194,789.72	\$204,017.81	\$251,977.72	\$301,176.63	\$381,028.53	\$577,248.73

\*HVAC Program established  
1/1/2011\*

DEPARTMENT INSPECTIONS		
Year	Inspections	Inspections per day
2016	7510	30.16
2015	5824	23.2
2014	5415	21.83
2013	5727	22.64
2012	5757	22.75
2011	3253	12.86
2010	1940	7.7

## Reorganization of Building Inspection



LYNDSAY RITCHEY

The Building Inspection Department was reorganized to create the position of Permit Technician, Senior Building Inspector, and Senior HVAC Inspector and change the title of Chief Building Inspector to Director of Building Inspection. The Department added a total of two new positions. Don Mullins was promoted to Senior Building Inspector and Greg Smith was promoted to Senior HVAC Inspector. The Department also welcomed Permit Technician Lyndsay Ritchey.

## INFORMATION TECHNOLOGY

### New IT Managed Service Contract



After two years under a contract for managed IT service with Sophicity, the City decided a new direction was needed. Local IT provider NetGain Technologies out of Lexington presented a proposal for bringing all of the city's previously managed departments,

plus the 911 Dispatch Office, under a new managed service provider contract at less than the city was spending on its Sophicity contract. The change was a big step for the City, as it had previously relied upon a full time in-house IT Engineer provided by Sophicity. Working through local sales representative Wayne Logan, NetGain promised the same level of service without the need for (and cost of) an in-house staff person.



WAYNE LOGAN

The contract with NetGain has proved to be beneficial to vital city operations. Most importantly, day to day help desk needs have been better served. NetGain also provides the city with an in-person quarterly business review in which it details all of the city's IT operations and identifies issues with an easy to understand priority system. The ticketing Portal gives city staff a quick glance at the status of work on their issues or projects they have requested.

Already, NetGain has helped the City complete several important projects, including a new server for the CityWorks software and migration of a server from Public Works to 911. They are currently assisting the city in setting up network infrastructure to support the several departments moving into their new One Stop Shop home at 125 W. Clinton St.

### **Cyber Security Audit**

The City also separately contracted with NetGain for a Cyber Security Audit. While details of the audit are confidential, it has helped the city to identify security issues and plan for future projects designed to bolster the city's cyber security.

### **CityWorks – PLL Software**

In 2015 the City issued an RFP for provision of Asset Management and Permitting software. The City awarded a contract to Azteca Systems and split implementation into two parts: Asset management in 2015 and Permits Licensing and Land (“PLL”) software in 2016. The robust PLL application is a workflow based program that allows local governments to manage permits, projects, inspections, and other activities related to permitting, planning, and engineering review. An intuitive workflow engine accurately tracks the process from application or request through departmental plan reviews, fee collection, inspections, regulatory meetings, hearings, and more.

City Engineer Kyle Goodwin and City Attorney Andrew Hartley led a team of department directors in an effort to bring various city and joint city-county departments on board. They quickly realized the potential of having all of the city's various planning and permitting units using the same operating system opens a new world of possibilities. Processes would be streamlined; downtime could be minimized, communication between departments would be hard-coded into the process.

Through an easy-to-use map-based, web interface, agency staff can initiate applications from contractors and citizens, efficiently managing the review, inspection and oversight process. With consistent and uniform data, fees are quickly and accurately calculated while inspections are handled more timely through e-mail and text messages. Flagged items and issues can be dealt with throughout the project with conditions added to meet specific regulatory requirements.

In order to implement the PLL software, the city sent Permit Technician Lyndsay Ritchey to a week-long training at Azteca headquarters in Utah. In a critical role as the city's CityWorks administrator, she will assist all departments in crafting workflows, maintaining the databases, troubleshooting problems, and corresponding with CityWorks support personnel.

After a four-day long implementation and training session led by Azteca, the PLL project is nearing the testing stage. Staff hope to have PLL fully implemented by Spring of 2017.

### Qx.net Tower Location

Representatives from qx.net in Lexington approached the City with a proposal to place qx.net's equipment on the City's communications tower at the 911 facility. qx.net would use the equipment to provide Over-the-Air commercial broadband internet service to businesses in Georgetown. Anyone with line of site to the tower can receive service. qx.net offers numerous robust commercial broadband packages for businesses from small to large and even enterprise, with committed information rates from 2.1 Gbps.



ZACHARY MURRAY – PRESIDENT QX.NET



In return for the tower location, the City receives \$3,000/per month of broadband service from qx.net at any location that can see the tower. Already, the City is developing a plan to use this broadband to connect several departments for the CityWorks software and to provide phone and internet service to the new 125 W. Clinton St. location. Qx.net has also placed additional equipment on the tower at Fire Station 3.

The City also negotiated with qx.net to provide, through qx.net's partner Skycat, residential service to anyone in Scott County within the serviceable area. With this deal, the City intends to inject local competition into a stale broadband marketplace and provide service, where possible, to residents who cannot currently receive broadband.

### New City Website

The old city website was built and maintained by Sophicity as part of the City's managed service provided contract.

In 2016, the City commissioned the design and hosting of a new city website. After seeking quotes from several sources, the city hired CivicPlus, a company that specializes in municipal websites to build a



OLD CITY WEBSITE

new site for the city.



### NEW CITY WEBSITE

The result is a greatly improved website with better citizen interaction and greater ease of content management for staff. The city has also made an effort to cross train more employees to use the site, encouraging the individual departments to manage their own pages and develop content. Under the contract with CivicPlus, the city will be upgraded to a premium version of the website one year after go live.

### END OF REPORT