

# AGENDA

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**A G E N D A**  
**City of Franklin, Kentucky**  
**City Commission**  
  
**May 13, 2019**  
**Regular Meeting – 12:00 Noon**

**City Hall Meeting Room**  
**117 West Cedar Street**  
**Franklin, Kentucky**

- I. Call to Order and Member Roll Call**
- II. Opening Prayer**
- III. Approval of Minutes** - Approval of Meeting Minutes from April 22, 2019 Regular Session *Pg. 5*
- IV. Recognitions**
- Swear in New Officer Robbie Matthews *Pg. 12*  
*Presenter: Scott Crabtree, City Attorney*
- V. Hear the Public**
- VI. Community Services**
- Discussion regarding Use of Drone for Law Enforcement *Pg. 14*  
*Presenter: Lt. Dale Adams, FPD*
  - Update regarding Neighborhood Walk and Special Called Commission Meeting *Pg. 15*  
*Presenter: Tammie Carey, Comm Dev Director*
- VII. General Government**
- Discussion regarding Franklin/Simpson County ISO Rating *Pg. 18*  
*Presenter: Leslie Goodrum, Fire Chief*
  - Discussion and/or possible action regarding Ordinance Amending Comprehensive Plan *Pg. 22*  
*Presenter: Scott Crabtree, City Attorney*
  - Discussion and/or possible action regarding Proposed Ordinance Amending FY 2019 Budget *Pg. 28*  
*Presenter: Shaunna Cornwell, Finance Director*
  - Discussion and/or possible action regarding Certificate of Deposit Account *Pg. 31*  
*Presenter: Shaunna Cornwell, Finance Director*
  - Discussion and/or possible action regarding Municipal Road Aid Agreement and Resolution *Pg. 32*  
*Presenter: Shaunna Cornwell, Finance Director*
  - Discussion and/or possible action regarding Benefits and Wellness Claims Report *Pg. 42*  
*Presenter: Shaunna Cornwell, Finance Director*
  - Discussion and/or possible action regarding Award of Salt Bid *Pg. 54*  
*Presenter: Shaunna Cornwell, Finance Director*

## **General Government – Continued**

- Discussion and/or possible action regarding Request for Street Closing for F-S Renaissance Summer Nights Concert Series *Pg. 59*  
*Presenter: Cathy Dillard, City Clerk*
- Discussion and/or possible action regarding Results of Surplus Property Sale *Pg. 61*  
*Presenter: Cathy Dillard, City Clerk*

### **VIII. Public Services**

### **IX. Public Safety**

- Discussion and/or possible action regarding Amendments to Police Policies and Procedures *Pg. 63*  
*Presenter: Scott Crabtree, City Attorney*

### **X. Utilities**

### **XI. Ordinances**

- Possible first summary reading of Ordinance No. 2019-013 titled: *Amendment to Ordinance Adopting a Comprehensive Plan of Annexation for the City of Franklin, Kentucky* *Pg. 86*  
*Presenter: Cathy Dillard, City Clerk*
- Possible first summary reading of Ordinance No. 2019-010 titled: *An Ordinance Amending The Annual Budget for the Fiscal Year Beginning July 1, 2018 and ending June 30, 2019 by Estimating Revenues and Appropriations* *Pg. 88*  
*Presenter: Cathy Dillard, City Clerk*

### **XII. Executive Session**

LAND ACQUISITION – Deliberations on the future acquisition or sale of real property by a public agency where publicity would be likely to affect the value of a specific piece of property to be acquired for public use or sold by a public agency {KRS 61.810(1)(b)}

LITIGATION – Discussion of proposed or pending litigation {KRS 61.810(1)(c)}

### **XIII. City Attorney Reports**

### **XIV. City Manager Reports**

### **XV. Other Commission Business**

### **XVI. Adjournment**

# MINUTES

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**MINUTES OF REGULAR SESSION  
OF THE  
CITY OF FRANKLIN  
CITY COMMISSION**

**April 22, 2019**

**City Hall  
117 West Cedar Street  
Franklin, Kentucky**

The Franklin, Kentucky City Commission met in Regular Session at 12:00 Noon, Monday, **April 22, 2019**, in the City Hall meeting room located at 117 West Cedar Street, Franklin, Kentucky.

Members attending were as follows:

Mayor Larry Dixon	Present
Commissioner Jamie Powell	Present
Commissioner Herbert Williams	Present
Commissioner Brownie Bennett	Present
Commissioner Wendell Stewart	Present

Others present included City Manager Kenton Powell; City Attorney Scott Crabtree; City Personnel Director/Deputy Clerk, Rita Vaughn; City Finance Director, Shaunna Cornwell; City Police Chief, Roger Solomon; Public Works Superintendent Chris Klotter; City Clerk, Cathy Dillard; F-S Human Rights Commission Director, Donzella Lee; Franklin Favorite/WFKN media representative, Keith Pyles; Trent Coffee, Wastewater Treatment Plant Superintendent; Daniel Reetzke, City Tax Collector; Water Treatment Plant Employees Johnie Skipworth, Jerry Farmer and Greg Duke; and, C.J. Bailey from the Kentucky Energy and Environment Cabinet.

Mayor Dixon called the meeting to order at 12:00 Noon, and Wilbur Powell of Southern Baptist Association offered the opening prayer.

**APPROVAL OF MINUTES**

Motion was made by Commissioner Powell and seconded by Commissioner Bennett to approve the minutes as presented of the April 8, 2019, regular meeting of the Franklin City Commission

Voting aye: All. Motion carried unanimously.

## **RECOGNITION**

City Manager Kenton Powell introduced C. J. Bailey, Kentucky Division of Water Regional Representative. Mr. Bailey presented employees of the City's Water Treatment Plant with certificates of recognition for achieving full optimization in two of the Division of Water programs. Optimization programs promote excellence beyond regulatory requirements, provide safety factors for achieving compliance, provide increased public health protection and focus on improving operations without expensive capital improvements.

The City of Franklin is one of 144 surface water plants, of these 144 plants 62 participate in the optimization program. The City of Franklin was the only plant that met the optimization goals in the Disinfectant and Disinfection Byproducts Area-Wide Program in their region.

Mayor Dixon and the Commission expressed their gratitude for the continued commitment by all the employees at the Water Treatment Plant and commended them for attaining optimization.

## **COMMUNITY SERVICES**

Community Development Director Tammie Carey asked the Commission to consider approval of submission of an application for funding to the Kentucky Transportation Cabinet Safe Routes to School grant program. This project would provide a sidewalk on the north side of Wildcat Way and a crosswalk on Main Street. The crosswalk on Main Street would include a refuse island in the center lane which would provide a protective barrier for crossing.

A cost estimate of the project is \$118,462.76, the grant program requires a 20% match by the City which would be \$23,692.00. In addition, the City would be responsible for any cost overruns.

Motion was made by Commissioner Bennett and seconded by Commissioner Powell to authorize the submission of an application for funding for the Kentucky Transportation Cabinet Safe Routes to School program, to approve a commitment for funding match in the amount of \$23,692.00 plus any cost overruns and to further authorize the Mayor to sign any and all documents necessary for this project.

Voting Aye: Aye. Motion carried unanimously.

## **GENERAL GOVERNMENT**

City Manager Kenton Powell asked the Commission to consider approval of Resolution No. C-2019 approving the adoption of an Interlocal Purchasing Agreement with the County of Simpson for the purchase of asphalt, milling and/or resurfacing services. Approval of this agreement would allow the City and the County the opportunity to accept bid for and purchase these services at a potentially reduced price for both agencies.

Motion was made by Commissioner Stewart, seconded by Commissioner Williams and unanimously approved Resolution No. C-2019 as follows:

**RESOLUTION NO. C-2019**

**RESOLUTION TO APPROVE AND ADOPT  
AN INTERLOCAL COOPERATIVE PURCHASING AGREEMENT  
REGARDING THE PURCHASE OF ASPHALT, MILLING OR OTHER GOODS  
OR SERVICES RELATING TO RESURFACING STREETS OR ROADS  
WITH THE COUNTY OF SIMPSON, KENTUCKY**

*WHEREAS, in an effort to save the taxpayers money, the Board of City Commissioners of the City of Franklin, Kentucky has determined that it is in the best interest of the citizens of Franklin, Kentucky to enter into an interlocal cooperative purchasing agreement with the County of Simpson regarding the purchase of asphalt, milling or other goods or services relating to resurfacing streets or roads that may be required from time to time by both the City of Franklin and the County of Simpson; and*

*WHEREAS, pursuant to KRS 65.250(2), the City Manager and the County Judge Executive, or his or her designees, shall be the administrators of this agreement; and*

*WHEREAS, the Board of Commissioners and the Fiscal Court extend to the other party the right to purchase pursuant to such bids and contracts to the extent permitted by law, and to the extent agreed upon between each party and the bidder, contractor, vendor, supplier or service provider; and*

*NOW, THEREFORE, BE IT RESOLVED by the Board of City Commissioners of the City of Franklin, Kentucky, as follows:*

- 1. The Board of City Commissioners hereby finds and determines that it is in the best interest of the City of Franklin, Kentucky to enter into an Interlocal Cooperative Purchasing Agreement Regarding the Purchase of Asphalt, Milling or Other Goods or Services Relating to Resurfacing Streets or Roads with the County of Simpson, a copy of which is attached and incorporated hereto as Exhibit A, subject to the approval of the Kentucky Department for Local Government.*
- 2. The Mayor of the City of Franklin, Kentucky is hereby authorized and directed to sign any and all documents necessary to effectuate the intent of this Resolution.*

*This resolution was adopted by a unanimous vote of the Board of City Commissioners of Franklin, Kentucky at a meeting held on April 22, 2019.*

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City Tax Collector Daniel Reetzke provided an update to the Commission regarding the recent rental activity audit. On March 4, 2019, over 200 requests were sent to property owners who own three or more residential properties or one commercial property who have not been complying with the occupational license requirements. As a result, approximately 75 accounts have been resolved resulting in over \$9,600.00 in revenue collected. The ordinance which requires the occupational license for rental property owners was adopted in 2008. Mr. Reetzke indicated that a follow up letter would be sent in early May.

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**UTILITIES**

Wastewater Collections Superintendent Trent Coffee requested the Commission approve the purchase of a new HVAC unit for the Wastewater Treatment Plant. The cost to replace the unit was quoted as \$7,850.00 by Turney's Heating & Cooling.

Motion was made by Commissioner Powell and seconded by Commissioner Stewart to authorize the purchase of a new HVAC unit for the Wastewater Treatment Plant from Turney's Heating & Cooling in the amount of \$7,850.00 and to further authorize the Mayor to sign any documents necessary for this purchase.

Voting Aye: All. Motion carried unanimously.

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Public Works Director Chris Klotter asked the Commission to approve his recommendation for the acceptance of water, sewer, stormwater utilities and streets in The Willows subdivision. All utilities and streets have been inspected and any deficiencies have been corrected. The streets are as follows: Willows Drive, Cypress Drive and Wittland Drive (extension.) Acceptance of these services include a one year warranty on the utilities and streets effective beginning today.

Motion was made by Commissioner Bennett and seconded by Commissioner Powell to accept water, sewer, stormwater utilities and streets in The Willows subdivision on Willows Drive, Cypress Drive and Wittland Drive (extension) subject to the one year warranty from the Developer on the utilities and streets beginning April 22, 2019, and to further authorize the Mayor to sign any and all documents necessary for this acceptance.

Voting Aye: All. Motion carried unanimously.

### **ORDINANCES**

City Clerk Cathy Dillard provided second summary reading of Ordinance No. 2019-012 entitled: *An Ordinance Amending a Prior Ordinance Establishing a Code of Ethical Conduct Applicable to the Officers and Employees of the City and City Agencies.*

Motion was made by Commissioner Stewart and seconded by Commissioner Powell to approve Ordinance No. 2019-012 and unanimously approved by the following roll call vote:

Mayor Dixon	<u>Aye</u>
Commissioner Powell	<u>Aye</u>
Commissioner Williams	<u>Aye</u>
Commissioner Bennett	<u>Aye</u>
Commissioner Stewart	<u>Aye</u>

### **EXECUTIVE SESSION**

At 12:34 PM, motion was made by Commissioner Williams and seconded by Commissioner Bennett to enter into Executive Session for the purpose of:

- (1) LAND ACQUISITION – Deliberations on the future acquisition or sale of real property by a public agency where publicity would be likely to affect the value of a specific piece of property to be acquired for public use or sold by a public agency {KRS 61.810(1)(b)};



(2) LITIGATION – Discussion of proposed or pending litigation {KRS 61.810(1)(c)}

(3) PERSONNEL – Discussions or hearings which might lead to the appointment, discipline, or dismissal of an individual employee or member {KRS 61.810(1)(f)}

Voting Aye: All. Motion carried unanimously.

Entering Executive Session were Mayor Dixon; Commissioners Powell, Bennett, Williams and Stewart; City Manager Kenton Powell; City Attorney Scott Crabtree and Police Chief Roger Solomon.

Chief Solomon exited Executive Session at 12:41 PM.

At 1:34 PM, motion was made by Commissioner Bennett and seconded by Commissioner Stewart to exit Executive Session and return to open session.

Voting Aye: All. Motion carried unanimously.

### **OTHER COMMISSION BUSINESS**

After reviewing the continued need for full time inspector positions at the Franklin-Simpson Planning and Zoning Commission and the budgetary constraints of the County and the City, it has been determined that there is no longer a need for these positions to be full time. This has been made even more clear since the electrical inspector position went from a full time to a contract position in recent months. Therefore, the City has agreed to join with the County in restructuring the program and positions. The City and County have invited the existing building inspector to submit a proposal for the soon to be newly created contract position.

Motion was made by Commissioner Bennett and seconded by Commissioner Powell that effective July 1, 2019, due to the reasons stated in the discussions, the City moves to eliminate the Franklin-Simpson Planning and Zoning Commission full-time building inspector position and advertise and hire/contract with a duly qualified independent contractor for the building inspector position.

Voting Aye: All. Motion carried unanimously.

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City Manager Kenton Powell asked the Commission to consider an alternative resolution to maintenance of the flags on Highway 100 East. Mr. Powell contacted some the local non-profit organizations but determined that he would like to personally volunteer to take responsibility for maintenance and upkeep of these flags.

Commissioners Stewart, Bennett and Williams agreed that maintenance and upkeep of these flags would honor all veterans but asked if the Commission would be willing to approve the City to maintain the flags if Kenton Powell was unable to do so.

Motion was made by Commissioner Powell and seconded by Commissioner Bennett to approve the City of Franklin to maintain the upkeep of the flags located on Highway 100 East.

Voting Aye: All. Motion carried unanimously.

### **ADJOURNMENT**

At 1:52 PM, motion was made by Commissioner Powell and seconded by Commissioner Bennett to adjourn the regular meeting of the Franklin City Commission.

Voting Aye: All. Motion carried unanimously.

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Larry Dixon, Mayor  
City of Franklin, Kentucky

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Cathy Dillard, City Clerk  
City of Franklin, Kentucky

# RECOGNITIONS

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**MEMORANDUM**

TO: City Commission  
FROM: Franklin Police Chief Roger Solomon  
Date: May 13, 2019  
RE: New Police Officer

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During the next City Commission meeting, I would like to publicly introduce our newest police officer, Robbie Matthews.

City Attorney Crabtree will also be Swearing In the new officer.

# COMMUNITY SERVICES

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## MEMORANDUM

TO: City Commission  
FROM: Franklin Police Chief Roger Solomon  
Date: May 13, 2019  
RE: Drones

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Lieutenant Dale Adams will be here to do an informative presentation about drones. I have recently spoken to the City Manager in reference to the purchase of a drone through the Franklin Police Drug Seizure account. We wanted to make the City Commission and the public aware of the benefits and uses of a drone for law enforcement. No motions are necessary at this time.

Chief Roger Solomon



# MEMO

TO: Mayor and Commissioners

FROM: Tammie Carey, Community Development Director

DATE: May 8, 2019

RE: Neighborhood Walk

Our first Neighborhood Walk is scheduled for Monday, June 10<sup>th</sup>. The proposed agenda is:

6:00 pm	Meet at the Football Stadium and Walk the Neighborhood
7:00 pm	Hold City Commission meeting at the Quarterback Club Pavilion at the Stadium

The Neighborhood Walk and Commission meeting will replace the meeting normally held at noon on that same day. In the event of inclement weather, the walk could be cancelled and the meeting held at 6:00 pm at City Hall.

Included is a map of the proposed route for the June 10<sup>th</sup> meeting. The week prior to the meeting, we will place signs along the route notifying residents of the walk and inviting them to join the walk.

If you have any questions or concerns, please contact me at (270) 482-5528.







# GENERAL GOVERNMENT

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## MEMORANDUM

TO: Mayor Larry Dixon and City Commissioners  
FROM: Cathy Dillard  
DATE: May 9, 2019  
SUBJECT: Franklin/Simpson County ISO Rating

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Fire Chief Leslie Goodrum will provide information regarding the most recent Public Protection Classification ("PPC") survey by Insurance Services Office, Inc. ("ISO") and discuss the final classification and how it potentially impacts insurance rates for our community.

Attached with this memo is a summary of the PPC review along with a copy of the letter to Mayor Dixon which provides a summary of the classification process.

**Summary of PPC Review**  
**for**  
**Franklin Simpson Co FPSA**

FSRS Item	Earned Credit	Credit Available
<b>Emergency Communications</b>		
414. Credit for Emergency Reporting	2.55	3
422. Credit for Telecommunicators	4.00	4
432. Credit for Dispatch Circuits	1.20	3
<b>440. Credit for Emergency Communications</b>	<b>7.75</b>	<b>10</b>
<b>Fire Department</b>		
513. Credit for Engine Companies	5.70	6
523. Credit for Reserve Pumpers	0.44	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	3.90	4
553. Credit for Reserve Ladder and Service Trucks	0.19	0.5
561. Credit for Deployment Analysis	3.47	10
571. Credit for Company Personnel	1.91	15
581. Credit for Training	6.45	9
730. Credit for Operational Considerations	2.00	2
<b>590. Credit for Fire Department</b>	<b>27.06</b>	<b>50</b>
<b>Water Supply</b>		
616. Credit for Supply System	23.75	30
621. Credit for Hydrants	2.82	3
631. Credit for Inspection and Flow Testing	6.45	7
<b>640. Credit for Water Supply</b>	<b>33.02</b>	<b>40</b>
<b>Divergence</b>	<b>-5.69</b>	<b>--</b>
<b>1050. Community Risk Reduction</b>	<b>3.23</b>	<b>5.50</b>
<b>Total Credit</b>	<b>65.37</b>	<b>105.5</b>

**Final Community Classification = 04/4Y**



1000 Bishopsgate Blvd, Ste 300  
Mt. Laurel, NJ 08054-6404

11.800.444.4554 Cpt.2  
11.800.777.2929

April 22, 2019

Mr. Larry Dixon, Mayor  
Franklin Simpson Co FPSA  
117 West Cedar Street  
Franklin, Kentucky, 42134

RE: Franklin Simpson Co Fosa, Simpson County, Kentucky  
Public Protection Classification: 04/4Y  
Effective Date: August 01, 2019

Dear Mr. Larry Dixon,

We wish to thank you and Mr. Leslie Goodrum for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

Please note that as part of our analysis it was determined that a portion of the hydrants on the following water system(s) or in the following area (s) did not meet the minimum requirements for recognition: Simpson Co water utility/Dueling Grounds primary 1, Simpson co water utility/Neosho primary 1, Simpson Co Water utility/ 100 East, Simpson Co Water utility/Gold city, Simpson Co Water utility / Salmona/Pilot Knob.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision-making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, rate-making methodology, underwriting guidelines, and its marketing strategy.

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We've published the new classifications as "X" and "Y" – formerly the

"9" and "8B" portion of the split classification, respectively. For example:

- A community currently graded as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9."
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B."
- Communities graded with single "9" or "8B" classifications will remain intact.
- Properties over 5 road miles from a recognized fire station would receive a class 10.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

*Alex Shubert*

Alex Shubert

Manager -National Processing Center

cc: Mr. Kenny Massey, Water Superintendent, Franklin Water Department  
Mr. John Dix, Manager, Simpson Co Water Utility  
Mr. Jimmy Kitchens, 911 Central Dispatch Director, KY State Police Post 3  
Mr. Leslie Goodrum, Chief, Franklin Simpson County Fire Department



## MEMO

TO: Mayor Larry Dixon and Commissioners  
FROM: Scott Crabtree  
DATE: May 3, 2019  
SUBJECT: Ordinance Amending Comprehensive Plan

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Attached is an ordinance amending a prior ordinance from 1982 setting forth a comprehensive plan of annexation. This is merely for housekeeping measures to add the area generally to the west. This matter came to our attention recently when being asked about our comprehensive plan, so I thought it would be a good idea to fix this for the future. If the Commission approves, we will need 2 sponsors, and we can have First Reading under the Ordinance portion of the meeting.

**Proposed Action:** We need 2 sponsors for the attached ordinance.

**ORDINANCE NO. 2019 - \_\_\_\_\_**

**AMENDMENT TO ORDINANCE ADOPTING A COMPREHENSIVE PLAN  
OF ANNEXATION FOR THE CITY OF FRANKLIN, KENTUCKY**

WHEREAS, the Mayor of the City of Franklin has heretofore appointed a committee to study the needs of the City of Franklin relative to expansion and growth; and,

WHEREAS, said committee has reported to the Board of City Commissioners~~City Council~~ of Franklin, Kentucky; and

WHEREAS, Ordinance No. 110.19 was adopted at a meeting held by the Board of Commisisoners on October 11, 1982 adopting a comprehensive plan of annexation for the City of Franklin, Kentucky;

NOW, THEREFORE, BE IT ORDAINED by the City of Franklin, Kentucky that the following Comprehensive Plan of Annexation be amended and adopted as follows:

I

That it is in the best interests of the City of Franklin to annex to the City all of that territory outside the present City boundaries that is now being served by the Franklin Municipal Water System or the City of Franklin Sanitation Department or the City of Franklin Electric Plan Board.

II

That, as services of the City of Franklin are extended outward from the City of Franklin, said areas be incorporated into the City of Franklin so that orderly development and services shall be maintained and an equal and fair payment of the costs of said services be maintained.

III

That in furtherance of said plan, the following order of annexation is adopted:

- A. The area generally north of the City of Franklin.
- B. The area generally east of the City of Franklin.
- C. The area generally south of the City of Franklin.
- D. The area generally west of the City of Franklin.

IV

The adoption of this plan does not in any way prohibit annexation to the City of Franklin of any area requesting annexation, but is adopted rather as a general guide for future expansion.

V

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

VI

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

\_\_\_\_\_  
FIRST READING

\_\_\_\_\_  
SECOND READING

At a meeting of the City Commission of the City of Franklin, Kentucky, held on \_\_\_\_\_, on motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_, the foregoing ordinance was adopted, after full discussion, by the following vote:

\_\_\_\_\_ HERBERT WILLIAMS

\_\_\_\_\_ JAMIE POWELL

\_\_\_\_\_ BROWNIE BENNETT

\_\_\_\_\_ WENDELL STEWART

\_\_\_\_\_ RONNIE CLARK, MAYOR

APPROVED BY:

\_\_\_\_\_  
Larry Dixon, Mayor

ATTEST:

\_\_\_\_\_  
Cathy Dillard, City Clerk



Oct, 1982

11 Code: 153

NO. 110.19

AN ORDINANCE ADOPTING A COMPREHENSIVE PLAN  
OF ANNEXATION FOR THE CITY OF FRANKLIN, KENTUCKY

WHEREAS, the Mayor of the City of Franklin has heretofore appointed a committee to study the needs of the City of Franklin relative to expansion and growth, and;

WHEREAS, said committee has reported to the City Council of Franklin, Kentucky;

NOW, THEREFORE, BE IT ORDAINED by the City of Franklin, Kentucky that the following Comprehensive Plan of Annexation be adopted:

I

That it is in the best interests of the City of Franklin to annex to the City all of that territory outside the present City boundaries that is now being served by the Franklin Municipal Water System or the City of Franklin Sanitation Department or the City of Franklin Electric Plant Board.

II

That, as services of the City of Franklin are extended outward from the City of Franklin, said areas be incorporated into the City of Franklin so that orderly development and services shall be maintained and an equal and fair payment of the costs of said services be maintained.

III

That in furtherance of said plan, the following order of annexation is adopted:

Page 1 of 3

- A. The area generally north of the City of Franklin.
- B. The area generally east of the City of Franklin.
- C. The area generally south of the City of Franklin.

#### IV

The adoption of this plan does not in any way prohibit annexation to the City of Franklin of any area requesting annexation but is adopted rather as a general guide for future expansion.

#### V

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not effect the validity of the remaining portions hereof.

#### VI

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

Sept. 27, 1982 FIRST READING

Oct. 11, 1982 SECOND READING

At a meeting of the City Council of the City of Franklin, Kentucky, held October 11, 1982, on motion made by William A. Hughes and seconded by Jerry Summers, the foregoing ordinance was adopted, after full discussion, by the following vote:

Absent MERRILL HAMMONS

\_\_\_\_\_ Aye \_\_\_\_\_ WILLIAM A. HUGHES

\_\_\_\_\_ Aye \_\_\_\_\_ H. PRICE SMITH

\_\_\_\_\_ Aye \_\_\_\_\_ JERRY W. SUMMERS

\_\_\_\_\_ Aye \_\_\_\_\_ DERMONT THOMAS

\_\_\_\_\_ Aye \_\_\_\_\_ JOE D. WALKER

APPROVED BY:

*Larry T. Freas*  
LARRY T. FREAS, Mayor  
City of Franklin, Kentucky

ATTEST:

*Carol West*  
CAROL WEST, City Clerk  
City of Franklin, Kentucky



## MEMO

TO: Mayor Ronnie Clark and Commissioners  
FROM: Shaunna R. Cornwell, Director of Finance  
DATE: May 13, 2019  
SUBJECT: FY2019 Revised Budget Amendment #3

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I would like to address the Commission regarding the proposed revisions to the FY2019 Operating Budget.

I will discuss all significant changes to the budget and answer any questions regarding any amended amounts. This is our year end operating review. When budgeting we take a "bottom-up" approach to identify all budgeted needs for all departments. Therefore, during this amendment process, I met with all department heads to review every line item in their operating budgets, all personnel costs, and the status of all pending or proposed capital projects. I also analyzed our year to date revenue collections to determine if any changes to our projected revenue is needed. After this I met with the City Manager to discuss, review, and obtain his approval of all budgeted changes. As a point of reference, all proposed changes to the budget are discussed with the City Manager prior to our budget meetings.

If approved as represented – the Budget Amendment Ordinance is prepared for first reading.

ORDINANCE 2019-010

AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019 BY ESTIMATING REVENUES AND APPROPRIATIONS

*WHEREAS, the City Commission for the City of Franklin, Kentucky is required by law to amend its budget ordinance to reflect actual revenues and expenditures if different from those projected; and*

*WHEREAS, it has been reported to the City Commission that actual revenues collected and costs expended by the city during the 2018-2019 fiscal year are different from those projected in the current budget ordinance, and it is therefore necessary to amend the 2018-2019 budget ordinance to reflect these variances,*

*NOW, THEREFORE, be it ordained by the City of Franklin, Kentucky that the 2018-2019 budget is hereby amended to read as follows:*

	General Fund	Stormwater Fund	Utility Fund	Sanitation Fund	Municipal Aid Fund	Cemetery Fund	Perpetual Care	CDBG Fund
<b>Estimated Revenues:</b>								
Operating Revenue		353,000	5,688,910	950,500	187,595	81,300	7,400	
		<del>353,000</del>	<del>5,688,910</del>	<del>950,500</del>	<del>187,595</del>	<del>72,000</del>	<del>2,900</del>	
Tax Revenue	1,073,454							
	<del>1,073,454</del>							
Licenses & Fees	5,601,955							
	<del>5,421,965</del>							
Intergovernmental Revenue	242,864							
	<del>242,864</del>							
Fines & Forfeits	55,500							
	<del>55,500</del>							
Intragovernmental Revenues	1,097,846					186,000		
	<del>1,097,846</del>					<del>186,000</del>		
Miscellaneous Revenue	195,742							
	<del>184,743</del>							
Non-Operating Revenue			53,236	850	100,550	625	6,250	
			<del>53,236</del>	<del>850</del>	<del>100,550</del>	<del>625</del>	<del>4,275</del>	
<b>TOTAL REVENUES</b>	<b>8,267,361</b>	<b>353,000</b>	<b>5,742,146</b>	<b>951,350</b>	<b>288,145</b>	<b>267,925</b>	<b>13,650</b>	
	<del>8,076,362</del>	<del>353,000</del>	<del>5,742,146</del>	<del>951,350</del>	<del>288,145</del>	<del>258,625</del>	<del>7,175</del>	
<b>Appropriations:</b>								
General Government	1,882,339							
	<del>1,880,339</del>							
Police	2,284,704							
	<del>2,278,804</del>							
Fire	274,365							
	<del>274,365</del>							
Public Services	811,297							
	<del>809,797</del>							
Community Services	1,308,694							
	<del>1,266,987</del>							
Stormwater		208,558						
		<del>208,308</del>						
Municipal Utilities			3,008,191					
			<del>2,979,761</del>					
Sanitation				704,404				
				<del>704,404</del>				
Economic Development								
Municipal Aid/Severance					286,500			
					<del>286,500</del>			
Municipal Cemetery						204,966		
						<del>204,091</del>		
Debt Service	295,245		505,249					
	<del>295,245</del>		<del>505,249</del>					
Capital Outlay	752,102	1,463	887,070		95,000	5,000		
	<del>417,084</del>	<del>10,000</del>	<del>1,111,490</del>		<del>95,000</del>	<del>5,000</del>		

TOTAL APPROPRIATIONS	7,608,746	210,021	4,400,510	704,404	381,500	209,966	-	-
	<del>7,222,624</del>	<del>218,308</del>	<del>4,596,500</del>	<del>704,404</del>	<del>381,500</del>	<del>209,094</del>		
EXCESS RESOURCES	658,615	142,979	1,341,636	246,946	(93,355)	57,959	13,650	-
	<del>853,741</del>	<del>134,692</del>	<del>1,145,646</del>	<del>246,946</del>	<del>(93,355)</del>	<del>49,534</del>	<del>7,175</del>	
RESERVE	217,600	-	567,225	-	-	-	-	-
	<del>217,600</del>		<del>312,780</del>					
TRANSFERS OUT	383,000	-	700,000	209,500	-	51,646	3,000	-
	<del>383,000</del>		<del>700,000</del>	<del>209,500</del>		<del>51,646</del>	<del>3,000</del>	
CHANGE IN FUND BALANCE	58,015	142,979	74,411	37,446	(93,355)	6,313	10,650	-
	<del>253,141</del>	<del>134,692</del>	<del>132,866</del>	<del>37,446</del>	<del>(93,355)</del>	<del>(2,112)</del>	<del>4,175</del>	

SECTION 2: The regulatory license fee shall be eight percent (8%) of gross sales of all alcoholic beverages sold by the drink. In the case of retail sales of package distilled spirits, wine and malt beverages, the regulatory license fee shall be five percent (5%) of gross sales. The annual rate for the regulatory license fee adopted by the City Commission is estimated to ensure full reimbursement to the city for the cost of any additional policing, regulatory, or administrative expense related to the sale of alcoholic beverages in the city.

SECTION 3: The detailed budget proposal and message, together with modifications, are hereby adopted and incorporated by the reference herein, the same as if copied at length herein.

SECTION 4: This ordinance is effective upon its passage and publication.

SECTION 5: If any section, subsection, paragraph, sentence, clause, phrase, or a portion of this ordinance is declared illegal, unconstitutional or otherwise invalid, such declaration shall not affect the remaining portions hereof.

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

FIRST READING \_\_\_\_\_ SECOND READING \_\_\_\_\_

At a meeting of the Franklin City Commission held on \_\_\_\_\_ on motion made by \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_, the foregoing ordinance was adopted, after full discussion, by the following vote.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Commissioner Brownie Bennett  
Commissioner Herbert Williams  
Commissioner Jamie Powell  
Commissioner Wendell Stewart  
Mayor Larry Dixon

APPROVED BY:

\_\_\_\_\_  
LARRY DIXON, MAYOR  
CITY OF FRANKLIN, KY

ATTEST:

\_\_\_\_\_  
CATHY DILLARD, CITY CLERK  
CITY OF FRANKLIN, KY

A DETAILED COPY OF THE BUDGET MAY BE SEEN AT CITY HALL, 117 W CEDAR STREET, FRANKLIN KENTUCKY BETWEEN THE HOURS OF 8:30 A.M. AND 4:30 P.M. MONDAY THROUGH FRIDAY.



## MEMO

TO: Mayor Larry Dixon and Commissioners  
FROM: Shanna R. Cornwell, Director of Finance  
DATE: May 13, 2019  
SUBJECT: Ratify Mayor's Signature regarding Authorization of a Certificate of Deposit at German American Bank.

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In August 2015 the City passed a resolution to commit \$1,000,000 to be invested exclusively for the debt service requirements related to the fiber borrowing. As a result of this – we invested these monies at Franklin Bank & Trust Company at a rate of 1.5%. German American Bank has offered a rate of 2.25% for a 6 month Certificate of Deposit. When this CD renews we will be ready to call the 2009 General Obligation Bonds and defease that debt.

By making this investment move – we will earn approximately \$4,000 in additional investment income upon maturity of this CD.

This offer was made to the City on April 30<sup>th</sup> and if we moved the funds by May 1<sup>st</sup> we could utilize the full term of the 6 month CD with it maturing right in time for our scheduled defeasance of the bonds. Therefore, we moved quickly and established this CD. We are asking for ratification of the Mayor's signature and the establishment of this account.

**Proposed Motion:** Ratify the Mayor's signature/authorization of the establishment of a Certificate of Deposit at German American Bank and authorize all signors on this CD – Mayor, City Manager, Finance Director, and Community Development Director.



## **MEMORANDUM**

To: Mayor Larry Dixon and Commissioners

From: Shaunta Cornwell, Finance Director

Subject: Fiscal Year 2019-2020 Municipal Road Aid Cooperative Agreement

Date: May 9, 2019

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Attached is the Municipal Road Aid Cooperative Agreement between the City of Franklin and the Commonwealth of Kentucky Transportation Cabinet, Department of Rural and Municipal Aid, which provides \$168,591.99 to aid the City in the construction, reconstruction, and maintenance of certain roads and bridges for Fiscal Year 2019-2020. This agreement, along with the resolution, must be approved annually to continue participation in the Municipal Road Aid Cooperative Program.

This municipal aid program requires a Public Hearing which will be held at 11:45 prior to the regular meeting.

**Proposed Action: Motion to approve the Municipal Road Aid Cooperative Program Agreement for Fiscal Year 2019-2020 and adopt Resolution No. B-2019, and further authorize the Mayor to sign the agreement, resolution and any other documents necessary to participate in the Rural and Municipal Aid program for FY 2019-20.**





Matthew G. Bevin  
Governor

COMMONWEALTH OF KENTUCKY  
TRANSPORTATION CABINET

Frankfort, Kentucky 40622  
[www.transportation.ky.gov](http://www.transportation.ky.gov)

Greg Thomas  
Secretary

March 29, 2019

Dear Mayor,

The Department for Rural and Municipal Aid would like to extend an invitation to participate in the Cooperative Program for fiscal year 2020. Participation in the Cooperative Program allows you to enter into an agreement with the Transportation Cabinet for the expenditure of your allotted share of the Municipal Road Aid Funds. This program provides the eligible opportunity to receive emergency funding assistance for unforeseen municipal emergencies. Three percent (3%) of each participating municipality's apportionment is placed into the emergency fund for emergency needs.

Municipalities that choose to participate in the Cooperative Program will receive three payments annually. For participating governments during fiscal year 2020, we will make sixty percent (60%) of the total projected revenue available on August 1, 2019. The remaining funds will be made available later in the fiscal year with the final payment being made at the end of the fiscal year after the actual motor fuel receipt collections are tabulated. Please note there are no administrative charges to the program. Municipalities which choose not to participate in the program will receive Municipal Road Aid funding monthly through the Department for Local Government (502-892-3487). The monthly funds received are based on the motor fuel sales of the preceding month.

If you are interested in participating in the Cooperative Program, you must print, sign and return the original version of the enclosed agreement and resolution to our office by July 1, 2019. If you require additional information, please feel free to contact our office by phone at (502) 564-2060, option no. 2, or email the Department at [RuralandMunicipalAid@ky.gov](mailto:RuralandMunicipalAid@ky.gov).

Sincerely,

Gray Fontblynn II, Commissioner  
Department of Rural and Municipal Aid

Kentucky Transportation Cabinet  
Department of Rural and Municipal Aid  
200 Mero Street  
Frankfort, Kentucky 40622

Enclosed: FY 2019 Municipal Cooperative Agreement

CAC:SLP



An Equal Opportunity Employer M/F/D

MUNICIPAL ROAD AID COOPERATIVE  
PROGRAM AGREEMENT

THIS AGREEMENT, entered into as of the date of the signature below of the Secretary of the Transportation Cabinet, is made by and between the Commonwealth of Kentucky, Transportation Cabinet, Department of Rural and Municipal Aid (“the Department”), and the Legislative Body of the Incorporated City of **FRANKLIN**, Kentucky (the “City”).

WHEREAS, Kentucky Revised Statutes (KRS) § 177.365(1) provides that 7.7% of revenue resulting from the imposition of motor fuel taxes on taxpayers pursuant to KRS § 138.220(1)(2), KRS § 138.660(1)(2), and KRS § 234.320 shall be set aside by the Finance and Administration Cabinet for the construction, reconstruction, and maintenance of urban roads and streets, and for no other purpose (“Municipal Road Aid Funds”), and

WHEREAS, the City has accepted an invitation from the Department to allow it to participate in a cooperative program to aid the City in the construction, reconstruction, and maintenance of certain roads and bridges using its share of the Municipal Road Aid Funds apportioned to it by the Department as provided below (the “Cooperative Program”), and

NOW THEREFORE, in consideration of the terms and conditions contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Department and the City agree as follows:

1. Apportionment of Municipal Road Aid Funds. The City’s apportionment of Municipal Road Aid Funds shall be based on revenue estimates supplied by the Office of State Budget Director. For the Fiscal Year beginning July 1, 2019, this amount is **\$168,591.99** (the “Apportionment”). The Apportionment shall be distributed by the Department to the City in accordance with the terms of this Agreement.

2. Assignment of the Apportionment. The City hereby assigns all of its right, title and interest in and to the Apportionment to the Transportation Cabinet's Division of Accounts for Fiscal Year 2020.

3. Distribution of Municipal Road Aid Funds. The City and the Department agree that the Apportionment shall be distributed by the Department to the City as follows:

a. First Distribution. The Department shall initially distribute to the City sixty percent (60%) of the Apportionment, less three percent (3%) of the Apportionment set aside for the emergency fund below. This initial amount is **\$98,121.00**.

b. Second Distribution. The Department shall distribute up to and including an additional thirty percent (30%) of the Apportionment to the City, less three percent (3%) of the Apportionment set aside for the emergency fund below. The amount of the second distribution will depend on how actual revenues compare to revenue estimates.

c. Final Distribution. The Department shall allocate and distribute the remaining balance of the Apportionment, less three percent (3%) set aside for the emergency fund below. The Final Distribution shall be based on actual revenues tabulated after the end of the fiscal year (June 30).

4. Emergency Fund. The City agrees that three percent (3%) of the Apportionment shall be withheld by the Department in an emergency fund (the "Emergency Fund"). The Emergency Fund shall include three percent (3%) of the total apportionments of all participants in the Cooperative Program, plus any remaining balances from previous fiscal years. The Department, upon written application from a duly authorized representative of the City, may disburse these funds to the City for the purpose of it using said funds for emergency roadway and bridge projects designated by the City and lying within city limits. The Department may disburse

up to fifty percent (50%) of the approved funds to the City for the purpose of it using said funds for emergency roadway and bridge projects designated by the City. Following the completion of the project, after final cost documentation has been submitted and processed, the Department will then distribute the determined remaining amount. If the actual cost of an emergency project is less than the amount of Emergency Funds disbursed by the Department, then the City shall reimburse the difference to the Department.

5. Disbursement of Funds. Upon execution of this Agreement, the Department will disburse the foregoing allocated funds directly to the City to pay for materials, labor and equipment necessary for the City to accomplish construction, reconstruction, and maintenance on streets designated by the City and lying within city limits. This assistance is extended insofar as funds are available from the Apportionment. The City shall be responsible for all costs associated with the construction, reconstruction and maintenance of roadways and bridges in excess of the amount of the Apportionment allocated and disbursed by the Department to the City. The Department may assist the City in fulfilling its needs by disbursing funds to the City for materials and work performed by contract, for materials obtained by contract and for the rental or purchase of road maintenance and construction equipment. Any rental rates shall be based on current edition of the "Blue Book for Rental of Equipment" or the Department's official rental rates. The Department may also disburse funds to the City for the hourly rate for personnel who perform the work. This rate may include employee fringe benefits such as leave overlay, retirement, social security, insurance, etc.

6. Use of Municipal Road Aid Funds. The City agrees and certifies that the Apportionment will be expended by the City solely for the purpose of construction, reconstruction, and maintenance of city streets as defined in KRS § 177.365(4).

7. Rights of Way. The City, if required under applicable law, will acquire any rights-of-way contemplated under this Agreement and assumes responsibility for any claims for damages arising from such acquisitions.

8. Indemnification. The City shall fully indemnify, hold harmless and defend the Department from and against all claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, costs and expenses (including without limitation reasonable attorney's fees and costs), whether or not involving a third party claim, which arise out of, relate to or result from (a) any breach of any representation or warranty of the City contained in this Agreement, (b) any breach of any covenant or other obligation or duty of the City under this Agreement or under applicable law, in each case whether or not caused by the negligence of the Department and whether or not the relevant claim has merit.

9. Reimbursement of Losses. The City will reimburse the Department for losses it may sustain arising out of performance of this Agreement. Such loss as sustained by the Department may be charged to the Apportionment in this or future fiscal years.

10. Termination of Agreement. The Department reserves the right to cancel this Agreement at any time deemed to be in the best interest of the Department by giving thirty (30) days written notice of such cancellation to the City. If this Agreement is canceled under this provision, then the City will receive any unpaid portion of the Apportionment from the Finance and Administration Cabinet.

11. Access to Records. The City acknowledges and agrees that pursuant to KRS § 177.369(3) it shall retain all records of the expenditures of the Apportionment for a period of five (5) years and said records, including any books, documents, papers, records, or other evidence, which are directly pertinent to this agreement [records and other prequalification information

confidentially disclosed as part of the bid process shall not be deemed as directly pertinent and shall be exempt from disclosure as provided in KRS 61.878(1)(c)]. shall be subject to audit by the Finance and Administration Cabinet or its duly authorized agent and made accessible by the City to the Finance and Administration Cabinet or its duly authorized agent for said period of time in order to determine the proper expenditure of said money for the purposes required by KRS § 177.365(1). The City also recognizes that any books, documents, papers, records, or other evidence received during a financial audit or program review shall be subject to the Kentucky Open Records Act, KRS § 61.870 to KRS § 61.884.

12. Authorization. The Legislative Body of the City shall pass a resolution adopting and approving the terms of this Agreement in the form of the resolution attached to this Agreement and made a part hereof. The Chief Executive Officer of the City, and the Commissioner of the Department, or their authorized representatives, insofar as their actions are in accord with the laws of the Commonwealth of Kentucky, shall act for their respective parties on all matters arising under this Agreement.

13. Choice of Law and Venue. All questions as to the execution, validity, interpretation, construction and performance of this Agreement shall be governed by the laws of the Commonwealth of Kentucky. Furthermore, the parties hereto agree that any legal action which is brought on the basis of this Agreement shall be filed in the Franklin County Circuit Court of the Commonwealth of Kentucky.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the  
dates listed below.

INCORPORATED CITY OF **FRANKLIN**

BY: \_\_\_\_\_  
Chief Executive Officer

Date: \_\_\_\_\_

DEPARTMENT OF RURAL AND MUNICIPAL AID  
OFFICE OF RURAL & SECONDARY ROADS

BY: \_\_\_\_\_  
Commissioner

Date: \_\_\_\_\_

APPROVED AS TO FORM AND LEGALITY:

BY: \_\_\_\_\_  
Office of Legal Services

Date: \_\_\_\_\_

COMMONWEALTH OF KENTUCKY  
TRANSPORTATION CABINET

BY: \_\_\_\_\_  
Secretary

Date: \_\_\_\_\_

**RESOLUTION NO. B - 2019**

**CITY OF FRANKLIN, KENTUCKY  
RESOLUTION ADOPTING AND APPROVING THE EXECUTION  
OF A MUNICIPAL AID CO-OP PROGRAM CONTRACT BETWEEN  
THE CITY OF FRANKLIN AND THE COMMONWEALTH OF KENTUCKY,  
TRANSPORTATION CABINET, DEPARTMENT OF RURAL AND MUNICIPAL AID  
FOR THE FISCAL YEAR BEGINNING JULY 1, 2019, AS PROVIDED IN THE  
KENTUCKY REVISED STATUTES, AND ACCEPTING ALL STREETS REFERRED  
TO THEREIN AS BEING STREETS WHICH ARE A PART  
OF THE CITY OF FRANKLIN**

WHEREAS, the Board of Commissioners of the City of Franklin, Kentucky has determined that it is in the best interest of the citizens of Franklin, Kentucky to accept the invitation from the Department of Rural and Municipal Aid to participate in a cooperative program to aid the City in the construction, reconstruction, and maintenance of certain roads and bridges using its share of the Municipal Road Aid Funds apportioned to it by the Department of Rural and Municipal Aid; and,

WHEREAS, it has been determined that the City must enter into a Municipal Road Aid Cooperative Program Agreement in order to participate in this program.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Franklin, Kentucky as follows:

1. The Board of Commissioners of the City of Franklin, Kentucky does hereby accept all streets referred to in said contract as being city streets which are a part of the City of Franklin; and
2. The Board of Commissioners of the City of Franklin does hereby ratify and adopt all statements, representations, warranties, covenants, and agreements contained in said contract and does hereby accept said contract and by such acceptance agrees to all the terms and conditions therein stated; and
3. The Chief Executive Officer (Mayor), or his designee, of the City of Franklin is hereby authorized and directed to sign said contract as set forth on behalf of the Board of Commissioners of the City of Franklin, and the City Clerk of Franklin, Kentucky is hereby authorized and directed to certify thereto.
4. This resolution was adopted by a unanimous vote of the Board of Commissioners of the City of Franklin at a meeting held on \_\_\_\_\_, 2019.

---

LARRY DIXON, Mayor



ATTEST:

\_\_\_\_\_  
Cathy Dillard, City Clerk

I, Cathy Dillard, City Clerk for the City of Franklin, Kentucky certify that the foregoing is a true copy of the resolution above. Given under my hand and seal of office on this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Cathy Dillard, City Clerk  
City of Franklin, Kentucky



## MEMO

TO: Mayor Larry Dixon and Commissioners  
FROM: City Manager Kenton Powell  
DATE: May 2<sup>nd</sup> 2019  
SUBJECT: Benefits and Wellness Claims Report

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Recently we met with Kelly Harding, Vice-President with Peel & Holland, to discuss the City of Franklin's Benefits and Wellness. The City has been very proactive in opportunities to slow the rate of increases of health care cost. The City has implemented several new programs that have successfully controlled the rise in insurance premiums at both the individual premium level and the overall city budget level. The City has restructured the coverage, added healthy lifestyle incentives, become a smoke free workplace and increased the plan deductibles in order to keep cost of health care manageable. If changes would not have been made the City had to absorb 70% in increases over the last 8 years. This relates to approximately \$303,000 saved.

One component the City doesn't have access is the analytical trend data. This data would be useful on how the City's Health Insurance is being utilized plus provide direction to improve the quality of health to our Employees.

Kelly Harding represents a company, Springbuk Data that can provide this service. The cost for this resource is \$820.00 annually.

*(Please refer to the following sheets concerning examples of the different types of Claims Reports available.)*

### **Proposed Motion**

Approve \$820 annually to Peel & Holland to generate Benefits and Wellness Claims Report and have the Mayor sign all necessary documentation for the execution of this agreement.

## Service Order End User

Organization Name City of Franklin  
Contact Name Kenton Powell  
Address PO Box 2805, Franklin KY 42134  
Contact Phone 270-586-9419  
Contact Email \_\_\_\_\_

Today's Date 4/18/19

Product \_\_\_\_\_

Springbuk, Inc. Software License Access

### Online Documents and Authorizations

End User License Agreement: I have read and agree to abide by the terms of the End User License Agreement (EULA). (A copy of the EULA can be viewed and downloaded here: [www.springbuk.com/eula](http://www.springbuk.com/eula))

BAA Acceptance: I have read and agree to abide by the terms of the Business Associate Services Agreement (BAA). (A copy of the BAA can be viewed and downloaded here: [www.springbuk.com/baa-end-user/](http://www.springbuk.com/baa-end-user/))

I understand that if one of my vendors (i.e. BCBS FL) changes an initial, or ongoing fee, or exports my data that Springbuk, Inc. will not cover the costs of any vendor fees imposed due to the importing of data.

I have read and understand the Springbuk, Inc. Privacy Statement. (Privacy statement can be viewed at: [www.springbuk.com/privacy/](http://www.springbuk.com/privacy/))

Initial Here

Initial Here

Initial Here

Initial Here

### Subscriber

By \_\_\_\_\_

Print \_\_\_\_\_

Title \_\_\_\_\_

### Springbuk, Inc.

By 

Print: William Busch

Title: Vice President of Sales

4/18/19

Anthem of Kentucky

Group ID# W26135M001

Dear Mary Ellen Cassidy,

City of Franklin is now using Springbuk in partnership with Peel & Holland. Part of this program is to provide us predictive modeling of our member's claims costs on a regular monthly basis. For compliance with privacy and data protection laws, Springbuk utilizes a relationship with Health Cost & Risk Management (HCRM) for claims data input and integrated predictive modeling functions.

You are hereby instructed and authorized to release the eligibility, claims and provider information of City of Franklin through Health Cost & Risk Management (HCRM) to Springbuk. The initial data set will be comprised of the most recent months of activity, and thereafter you will provide monthly updates of the information to HCRM/Springbuk. Upon request, HCRM/Springbuk can provide you general descriptions of the data required for this process. To the extent otherwise required, by remitting the foregoing data to Springbuk you expressly consent to its use and access to Springbuk's online databases by the parties referenced herein in accordance with the agreements with Springbuk.

Should you have questions concerning the data transfer process, data elements needed, or file layouts, please contact Cheri Bennett by telephone at 773-279-5930 or email at [cbennett@hcrmnet.net](mailto:cbennett@hcrmnet.net) or Kristen Starkey, Implementation Project Manager, by telephone at 317-691-7878 or by email at [kminatel@springbuk.com](mailto:kminatel@springbuk.com). Thank you for your cooperation in this matter.

Sincerely,

Larry Dixon,  
Mayor



## Population and Claims Report

Claims through  
Feb-19

**Peel & Holland**  
INSURANCE

This is a proprietary and confidential report. Do not distribute.

## Claims and Population

Account: [REDACTED]

Claims Reporting Date: Feb-10

Previous 12 Month Claims	Current 12 Month Claims
--------------------------	-------------------------

Total Spend	\$0	Total Spend	\$595,455
PPPM Average	\$0	PPPM Average	\$459

### Claims Breakout by Medical/ RX

Total 12 Month Claims Spend  
\$595,455

Medical Claims Spend  
\$533,054 91%

RX Claims Spend  
\$62,401 9%

### Breakout of Age

Average Age 41



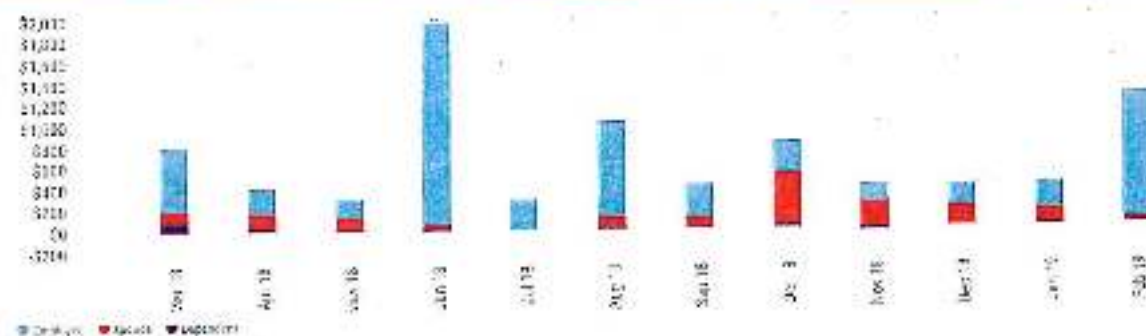
Number of Insured over age 65: 6

Per member spend over age 65: \$564

### Enrollment Summary

Employee	Spouse	Dependents	Total
104	2	12	118
88%	1.7%	10.2%	100%

### Average Spend by Enrollment Type

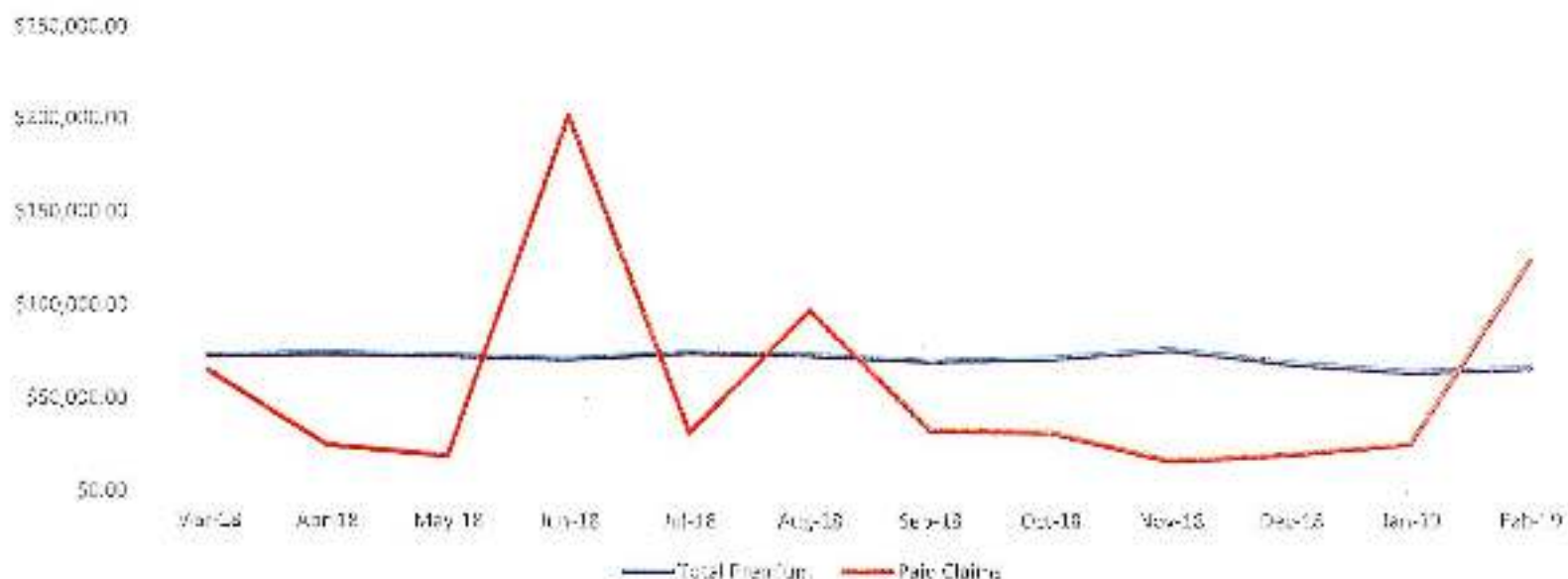


Feb 17-Jan18

## Claims vs. Premium

Account: [REDACTED]

Claims Reporting Date: Feb-19



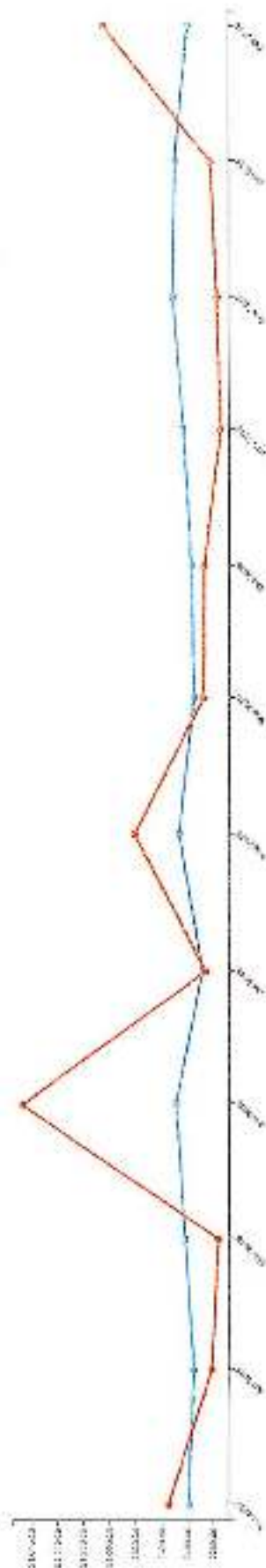
Month	Total Premium	Paid Claims	Pure Loss Ratio
Mar-18	\$72,987.30	\$65,370.43	90%
Apr-18	\$74,113.39	\$25,437.41	34%
May-18	\$73,079.54	\$19,791.10	27%
Jun-18	\$71,362.90	\$201,523.67	283%
Jul-18	\$79,659.63	\$32,145.93	40%
Aug-18	\$73,221.17	\$97,532.39	133%
Sep-18	\$70,130.27	\$33,530.96	48%
Oct-18	\$71,553.26	\$32,390.04	45%
Nov-18	\$75,229.54	\$17,278.13	23%
Dec-18	\$68,777.34	\$20,750.50	30%
Jan-19	\$64,080.00	\$25,245.30	41%
Feb-19	\$55,173.55	\$123,358.34	185%
Total	\$855,517.09	\$895,455.31	81%

Claims vs Premium

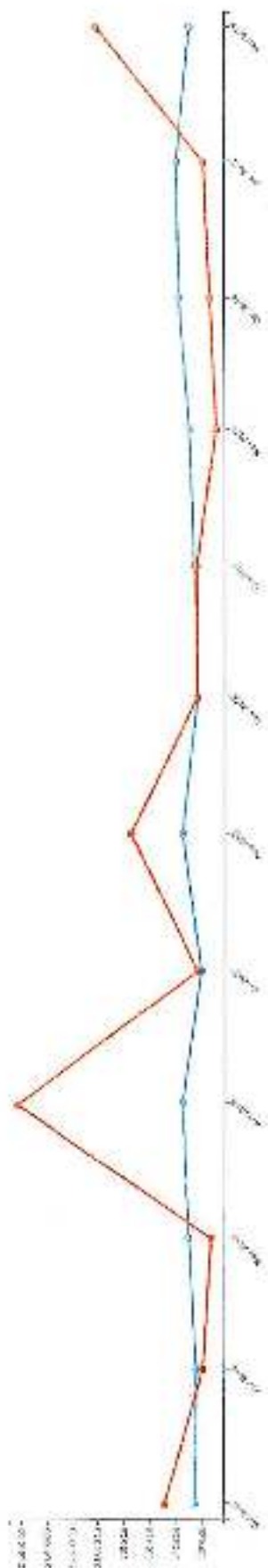


99

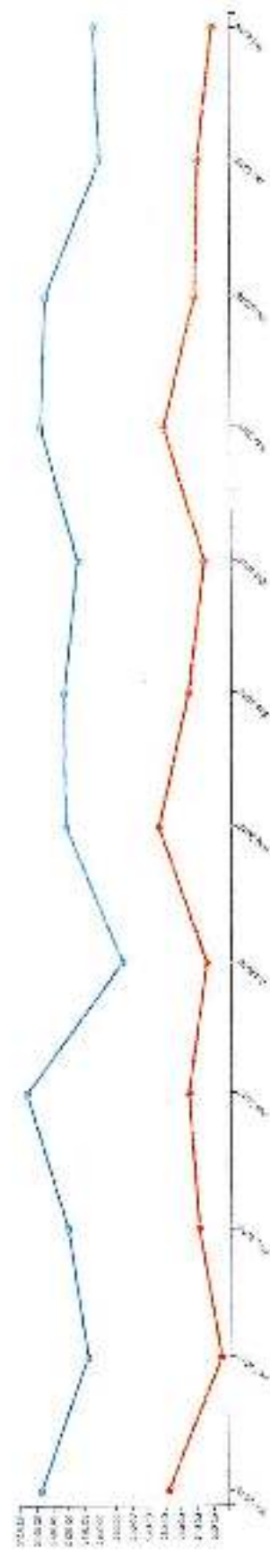
Per Member Per Month Medical/RX Combined Comparison



Per Member Per Month Medical Only Comparison



Per Member Per Month RX ONLY Comparison

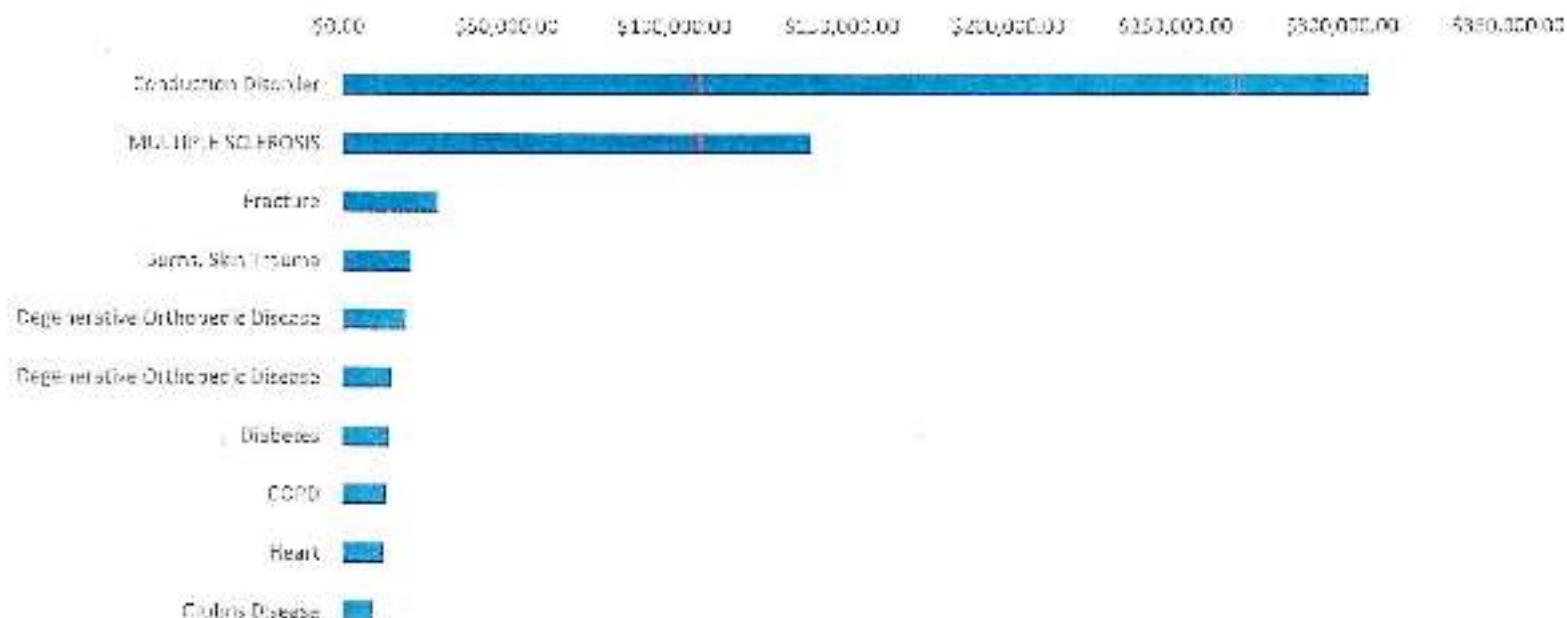




## Top 10 Individual Claimants

Account: [REDACTED]

Claims Reporting Date: Feb-19



	Primary Diagnosis	Rolling 12 Months	Status	Type
1	Conduction Disorder	\$307,420.35	Termed	Employee
2	MULTIPLE SCLEROSIS	\$140,275.72	Active	Employee
3	Fracture	\$28,789.92	Active	Employee
4	Burns, Skin Trauma	\$20,885.81	Active	Employee
5	Degenerative Orthopedic Disease	\$19,511.03	Active	Employee
6	Degenerative Orthopedic Disease	\$14,997.66	Active	Employee
7	Diabetes	\$14,362.78	Active	Employee
8	COPD	\$13,351.72	Active	Employee
9	Heart	\$12,617.47	Active	Employee
10	Crohn's Disease	\$9,540.58	Active	Employee

\$581,511.01

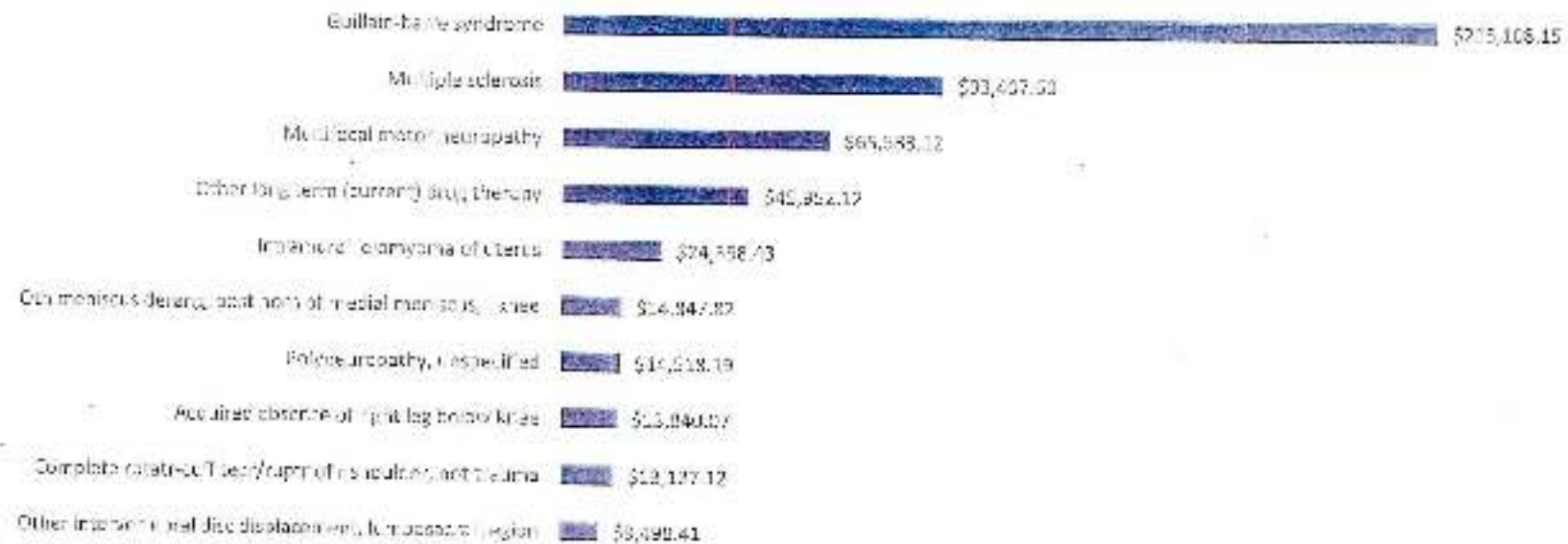
Top 10 Individual Claimants



## Top 10 Paid Claims by Diagnosis

Account: [REDACTED]

Claims Reporting Date: Feb 19

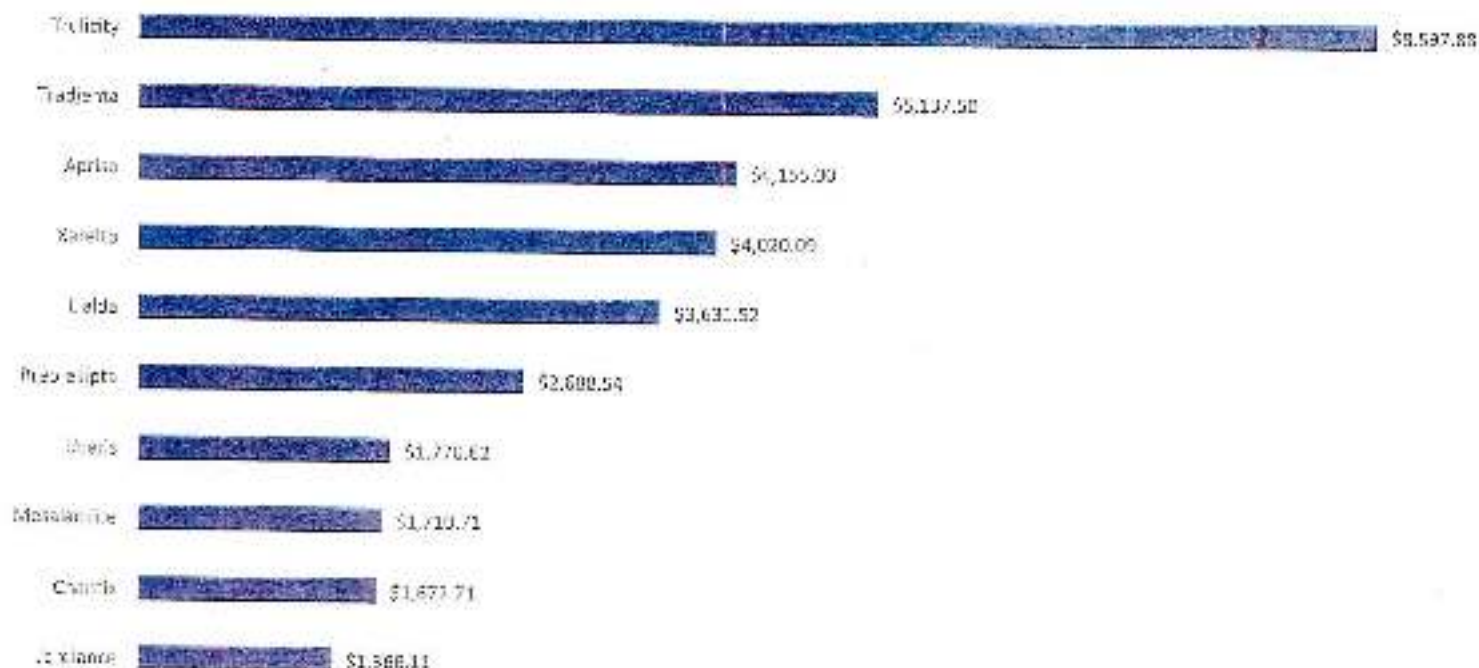


	Primary Diagnosis	Paid Medical	% of Total Spend
1	Guillain-Barre syndrome	\$215,108.15	33.58%
2	Multiple sclerosis	\$93,407.50	14.75%
3	Multifocal motor neuropathy	\$65,583.12	10.35%
4	Other long term (current) drug therapy	\$45,952.12	7.26%
5	Intramural leiomyoma of uterus	\$24,598.43	3.89%
6	Oth meniscus derang, post horn of medial meniscus, knee	\$14,847.87	2.35%
7	Polyneuropathy, unspecified	\$14,518.19	2.29%
8	Acquired absence of right leg below knee	\$13,840.07	2.19%
9	Complete rotat-cuff tear/rupt of r shoulder, not trauma	\$13,127.12	2.07%
10	Other intervertebral disc displacement, lumbosacral region	\$9,498.41	1.50%
		\$510,481.03	80.55%

## Top 10 Paid Prescriptions

Account: [REDACTED]

Claims Reporting Date: Feb-19



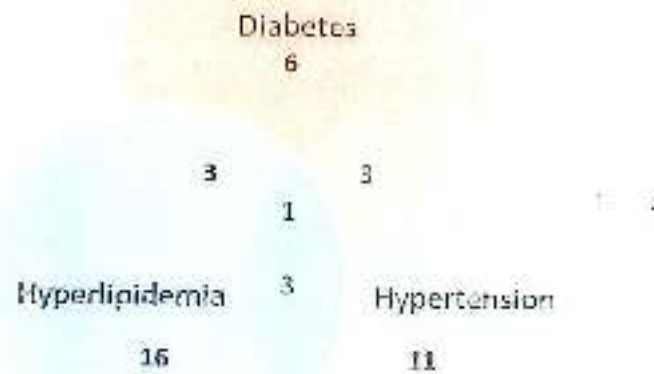
	RX Name	Primary Condition	Paid RX	% of Total Spend
1	Trulicity	Diabetes	\$9,597.88	26.07%
2	Tradjenta	Diabetes	\$5,197.50	9.50%
3	Apriso	Crohn's Disease	\$4,155.00	5.17%
4	Xarelto	Blood Thinner	\$4,020.09	4.53%
5	Lialda	Inflammation	\$3,631.52	4.48%
6	Proventil	COPD	\$2,688.54	3.52%
7	Uceris	Crohn's Disease	\$1,770.62	3.46%
8	Masalamine	Inflammation	\$1,710.71	2.71%
9	Chantix	Smoking Cessation	\$1,672.71	2.13%
10	Jardance	Diabetes	\$1,366.11	1.79%
			\$34,750.68	63.35%

Top 10 Paid Prescriptions

## Lifestyle Related Diseases

Data

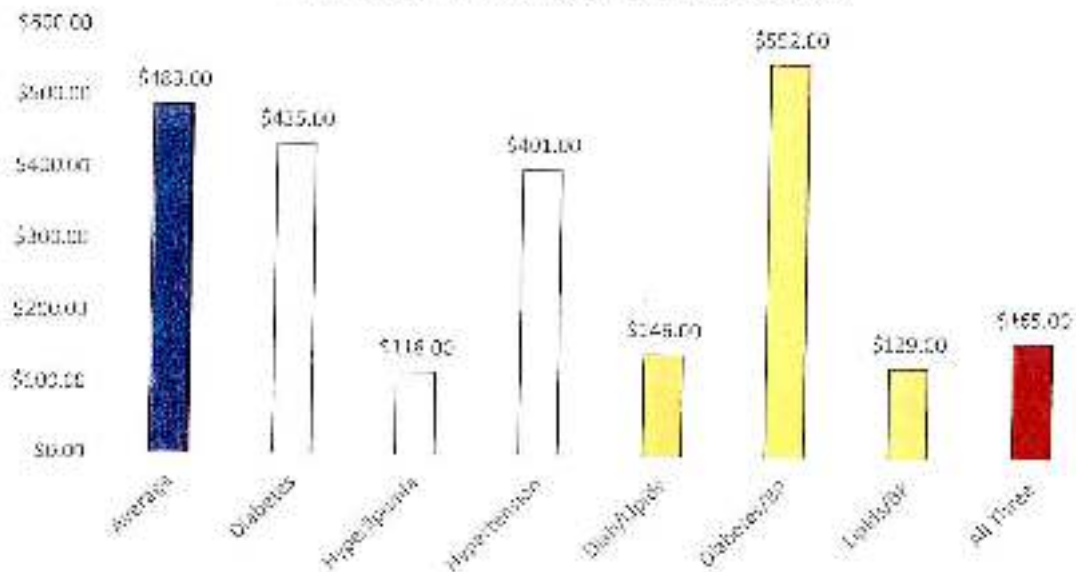
Feb-19



	Diabetes	Hyperlipidemia	Hypertension	Diastolic	Diabetes/Hyp	Unlabeled	All Three
Members	6	15	11	3	3	3	1
PMPM	\$435	\$118	\$401	\$148	\$552	\$129	\$165

Average \$ PMPM \$489.00

For Member Per Month Claims by Lifestyle Disease



Note: PMPM = Per Member Per Month, P-PM = Per Employee Per Month





## MEMO

TO: Mayor and City Commissioners  
FROM: Shaurna Cornwell, Finance Director  
DATE: May 13, 2019  
SUBJECT: Recommendation for Award of Salt Auction

---

The City participated in KACO's, in conjunction with KLC, Salt Bid Reverse Auction. This reverse bidding process helps the City to have leverage in having salt available for purchase if there becomes a shortage.

The reverse auction took place on April 24 thru April 26<sup>th</sup>. Attached is the two bids received within this auction.

The two bid results are:

Compass Minerals	\$98.00 per ton
IBG Magic of Kentuckiana	\$98.20 per ton

The low bid is Compass Minerals. There is an obligation to purchase 70% of the quantity requested within this bid. Beyond the 70% requirement, if we can find available salt at a cheaper price, then we can use an alternate vendor. We noted a need for 150 tons of salt. It is proposed in our FY2020 Budget to purchase the entire 150 tons.

**Proposed Action:** Award the Salt Bid to Compass Minerals for \$98.00 per ton, including delivery, and authorize the mayor to sign any and all documents necessary to execute this contract.



**Sold-To ("Purchaser"):**

City of Franklin  
Attn Derrick Minnicks  
117 West Cedar Street  
Franklin, KY 42134

Date: April 26, 2019  
Document: 163461  
Tel: (270) 776-0893  
Fax: (270) 586-9419  
Email:  
Customer #: H912739  
Preferred: Mail

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

Quantity (TN)	Delivery Location	Price Per Ton (USD)	
150 Reserve: 0	City of Franklin KY 706 Claire Ave Franklin, KY 42134 Destination #: H965496 Delivery Lead Time: 10 days	98.00 Deliver	Depot: Clarksville Product: BULK COARSE LA - HWY (7608) Mode of Transport: DUMP (END OR BOTTOM) Distance: 61.9 Miles

subject to prior sale

The Customer commits to purchase 70% of the quantity shown and to commence receiving deliveries no later than December 31. Seller may decline any orders for any reason impacting its ability to ship product, including (but not limited to) the availability of product, conditions at the terminal or production facilities, or weather conditions. The Customer will be invoiced for any tons not taken up to the 70% (unless Seller has declined to deliver those tons).

Price(s) effective through Tuesday, 31 Mar 2020

**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;

Harrison Green  
Sales Manager 800-323-1641 x2  
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.

Page 1 of 2

9900 W. 109th Street, Suite 600, Overland Park, KS 66210

Lot # 9: Warren County, Bowling Green, Kentucky 42101

QUANTITY: 500 (estimated, DELIVERED AS NEEDED)

PRICE: \_\_\_\_\_

This is the lowest bid you placed during the real time reverse auction.

Lot # 10: City of Franklin, Franklin, KY 42134

QUANTITY: 150 (estimated, DELIVERED AS NEEDED)

PRICE: 48.00

This is the lowest bid you placed during the real time reverse auction.

Lot # 11: City of Georgetown, Georgetown, KY 40324

QUANTITY: 3,200 (estimated, DELIVERED AS NEEDED)

PRICE: \_\_\_\_\_

This is the lowest bid you placed during the real time reverse auction.

Lot # 12: City of Edmonton, Edmonton, KY 42129

QUANTITY: 50 (estimated, DELIVERED AS NEEDED)

PRICE: \_\_\_\_\_

This is the lowest bid you placed during the real time reverse auction.

Lot # 13: Russell County, Jamestown, KY 42629

QUANTITY: 600 (estimated, DELIVERED AS NEEDED)

PRICE: \_\_\_\_\_

This is the lowest bid you placed during the real time reverse auction.

Lot # 14: City of Campbellsville, Campbellsville, Ky 42718

QUANTITY: 100 (estimated, DELIVERED AS NEEDED)

PRICE: \_\_\_\_\_

This is the lowest bid you placed during the real time reverse auction.

Lot # 15: City of Somerset, Somerset, KY 4

QUANTITY: 300 (estimated, DELIVERED AS NEEDED)

PRICE: \_\_\_\_\_

This is the lowest bid you placed during the real time reverse auction.

Lot # 16: City of Scottsville, Scottsville, KY 42164

QUANTITY: 100 (estimated, DELIVERED AS NEEDED)

PRICE: \_\_\_\_\_

This is the lowest bid you placed during the real time reverse auction.



## 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: IBG Magni of Kentucky LLC  
ADDRESS: 1001 West Kentucky Street  
CITY, STATE, ZIP: Louisville KY 40210  
TELEPHONE: FAX NUMBER: 502-568-5566 / 502-568-6295  
CONTACT PERSON: Bill Mincer  
E-MAIL: bill@mincerandcompany.com

### CORPORATE HEADQUARTERS LOCATION:

ADDRESS: Same As Above  
CITY, STATE, ZIP: \_\_\_\_\_

### \*\* 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: [Signature] DATE: 4-29-19  
PRINTED NAME & TITLE OF AUTHORIZED REPRESENTATIVE SIGNING THE BID  
PRINTED NAME: William E. Mincer TITLE: President  
PHONE: 502-568-5566 FAX: 502-568-6295  
E-MAIL: bill@mincerandcompany.com

**2019 Road Salt Auction  
Post Auction Report (PAR)  
Group 4  
City of Franklin**

**Auction Credentials**

<b>Auction ID</b>	595871
<b>Auction Title</b>	KACo Road Salt Group 4
<b>Current Supplier Cost</b>	10,075.00
<b>Start Date</b>	25/Apr/19 13:00:00
<b>Target price</b>	10,075.00
<b>Close Date</b>	25/Apr/19 15:23:00
<b>Extension Time</b>	2 minutes
<b>Auction Type</b>	Real Time Reverse
<b>Number of Extensions</b>	21

**Supplier Information**

<b>Company Name</b>	<b>Contact Person (first, last)</b>	<b>Phone</b>	<b>Phone Ext</b>	<b>Email</b>
Cargill Delding Technology	Deseree Caver	800-600-7258	--	deseree_caver@cargill.com
Compass Minerals America Inc.	Harrison Green	913-344-9360	--	greenh@compassminerals.com
Detroit Salt Company	Gabrielle Hopkins	3138415144	101	ghopkins@detroitssalt.com
Morton Salt, Inc.	Ayanna Jefferson-Williams	3128072737	--	AJefferson-Williams@mortonssalt.com
Magic Salt of Kentuckiana	Billy Minor	502-568-5566	502-429-1356	billy@bmgmagickco.com

**Lowest Bidders**

<b>Lot ID</b>	<b>Location</b>	<b># of Tons</b>	<b>Bidder</b>	<b>Bid Amount</b>	<b>Total</b>
111	City of Franklin	150	Compass Minerals America Inc.	\$98.00	\$14,700.00
110	City of Franklin	150	Magic Salt	\$98.20	\$14,730.00



## MEMORANDUM

TO: Mayor Larry Dixon and City Commissioners  
FROM: Cathy Dillard  
DATE: May 9, 2019  
SUBJECT: Request for Street Closure for F-S Renaissance Summer Nights Concert Series

---

Franklin-Simpson Renaissance Summer Nights Concert Series begins Friday, June 7, 2019, and they have submitted a request to close South College Street from West Kentucky Avenue to West Cedar Street between the hours of 4:00 pm until 10:00 pm for the following dates:

1. Friday, June 7, 2019
2. Friday, June 21, 2019
3. Friday, June 28, 2019
4. Friday, July 5, 2019
5. Friday, July 12, 2019
6. Friday, July 19, 2019
7. Friday, July 26, 2019
8. Friday, August 2, 2019
9. Friday, August 9, 2019
10. Friday, August 23, 2019
11. Friday, August 30, 2019

Attached is the line-up of the bands that will perform.

### **Proposed Action:**

**Motion to approve the request submitted by F-S Renaissance to close South College Street from West Kentucky Avenue to West Cedar Street from 4:00 PM until 10:00 PM for the Summer Nights Concert Series for the concert dates listed above.**

# 2019 Summer Nights Concert Series

**Presented by Franklin-Simpson Renaissance**

**Sponsored by Franklin Bank & Trust, Harman**

**Franklin Precision Industry, Simpson County Tourism**

**Kentucky Downs, The Debbie Johnson Team - Keller Williams First Choice Realty**

Concerts are held in the Historic Downtown District Franklin, KY Courthouse lawn

**Free to the public 7-9 p.m.**

**\*\*\*Mini-Market vendors will be set up in the street 6-9 p.m. with pop up shops**

**June 7: Brandon Harris Band - Country**

Featuring steel guitar player Tom Killen

**June 21: Jimmy Church Band – R&B & Motown**

**\*\*\*June 28: Buelers Day Off – Funk, Country, Classic Rock**

Mini Market opens 6 p.m.

**July 5: Black Widow - R&B, Motown**

Simpson County Bicentennial Firecracker 200 Kiddie Parade

**July 12: JD Shelburne – Country, Rock**

Frozen Spoon 2<sup>nd</sup> annual Touch A Truck Event

**July 19: C4 – Southern Rock, Country**

Franklin-Simpson Farmers Market Fall Harvest Dinner

**\*\*\*July 26: The Sidewinders – 60s & 70s**

Mini Market opens 6 p.m.

**Aug. 2: Tyrone Dunn & Kinfoke – R&B, Motown, Current**

**Aug. 9: Andy and The Rockers - Rock**

F-S Chamber of Commerce Garden Spot ½ Mile Kids Moo Run

**Aug. 23: The Get Down – Soul, Funk, Blues**

**\*\*\*Aug. 30: Casey James – American Idol Finalist – Blues, Pop, Rock & Country**

Mini Market opens 6 p.m.



## MEMORANDUM

TO: Mayor Larry Dixon and City Commissioners

FROM: Cathy Dillard

DATE: May 9, 2019

SUBJECT: Surplus Property Online Auction

The City recently finalized our first online surplus property auction with GovDeals. The bid results are detailed below and include the number of bids and online visitors for each individual item. The increased exposure to potential bidders provided by the online platform resulted in a significantly better sale. For example, prior to utilizing GovDeals a 2011 Ford Crown Victoria sold for \$600.00 and the same year model vehicle in the online sale sold for \$3,750.00.

Description	Buyer	Buyer's City	Buyer's State	Sold Amount	Buyer's Premium	Bids	Hits	Visitors
1999 Ford Ranger XLT Reg. Cab Short Bed	Russell Brazy	Gallatin	TN	\$1,690.00	\$212.25	105	1,140	508
2002 Chevrolet Tahoe 4WD	Danay Schmeel	Hernando	MS	\$1,025.00	\$128.12	25	1,952	1,374
2005 Ford Crown Victoria Police Interceptor	Chad Loken	Hendersonville	TN	\$1,110.00	\$138.75	28	525	463
2011 Ford Crown Victoria Police Interceptor	Bek Siddiqui	Orlando	FL	\$3,750.00	\$468.75	52	1,022	1,007
2002 Dodge Ram 1500 S. Short Bed 2WD	Jimmy Allen	Parham	TN	\$1,335.00	\$166.82	30	1,352	1,005
2000 FORD F-750 DUMP TRUCK	Greg Caza	New Orleans	LA	\$10,025.00	\$1,253.12	43	2,709	1,906
				\$18,720.00	\$2,341.61			

# **PUBLIC SAFETY**

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## **MEMORANDUM**

**TO:** City of Franklin Board of Commissioners, Mayor and City Manager

**FROM:** W. Scott Crabtree

**DATE:** May 7, 2019

**RE:** **Police Policies and Procedures Manual**

Attached please find five revised police policies that Chief Solomon would like to have approved for the FPD Policies and Procedures Manual. The changes are highlighted. The policies are as follows:

1. Section 1, Chapter 6 – Career Development and Higher Education
2. Section 1, Chapter 7 – General Management
3. Section 1, Chapter 21 – Uniforms and Appearance
4. Section 1, Chapter 26 – Budgeting/Finance
5. Section 1, Chapter 28 – Physical Fitness Standards

Should you need any further information, please contact Chief Solomon or me.

Attachments



**FRANKLIN POLICE DEPARTMENT  
POLICIES AND PROCEDURES MANUAL  
SECTION 1 ADMINISTRATIVE**

**Issued: April 18, 2019**  
**Supersedes: All Priors**

**Approved: Chief Roger Solomon**  
**References: KRS 15.440**  
**Personnel Policies and Procedures VI, M**

**Chapter 6 – Career Development and Higher Education**

**PURPOSE**

This procedure sets forth the department's process utilized to provide opportunities for individual growth and development. Related policies set forth the department's training activities and the City's Educational Assistance Policies. This order consists of the following sections:

- Definition, Goal and Objectives
- Department Career Development

**POLICY**

It shall be the policy of the Franklin Police Department to encourage and promote the personal and professional growth of its employees.

**DEFINITION, GOAL AND OBJECTIVES**

1. Career development is the structured process that is utilized by the city and the department to provide, at all levels, opportunities for individual growth and development. This seeks to promote productive, efficient, and effective job performance; improve the overall level of individual job satisfaction; and foster the improvement of personal skills, knowledge, and abilities of all sworn personnel.
2. The department encourages employees to seek opportunities to develop their knowledge, skills and abilities. Although all officers must attend basic academy and periodic in-service training, the department nevertheless tries to arrange participation in specialized and/or advanced training.
3. The department's Career Development Policy is designed to provide a medium for job enrichment and career development. The objectives of career development are to:
  - a. Ensure that every sworn member of the Department receives adequate training in the skills necessary to provide police service consistent with overall department goals.



- b. Ensure that training is timely and up-to-date.
- c. Provide training for personnel who:
  - 1. Have been promoted and are required to participate in advanced training.
  - 2. Are in the position to receive specialized training (e.g.: polygraph, crime scene investigation, field training program, etc.)
  - 3. Are being required to receive remedial training (see training section); and
  - 4. Provide educational opportunities and assistance.

#### **DEPARTMENT CAREER DEVELOPMENT**

- 1. The Department's Career Development Program consists of:
  - a. Training and career counseling; and
  - b. Assistance toward higher educational achievement.
- 2. The police department participates in the Kentucky Law Enforcement Foundation Program Fund (KRS 15.440) administered by the Department of Criminal Justice Training, Kentucky Justice Cabinet. Recruit basic training, a requirement for KLEFPF participation, takes place on the campus of Eastern Kentucky University, Richmond, Kentucky. Department sworn personnel are required to complete police basic training and department operated field training. However, completion of these training programs is not to be considered as an organizational guarantee of position appointment with the department until after the completion of probation.
- 3. As specified in department training regulations, certain members are required to participate in and successfully complete all in-service training and, upon any promotion, required advanced training.
- 4. The Franklin Police Department participates in the Career Development Program that is offered through the Kentucky Law Enforcement Council at DOCJT. The program is open to full-time law enforcement officers, and provides structure to the training process through career tracking. The program will acknowledge and reward officers whose training and academic efforts are aligned with career objectives.

5. Career Counseling and Proficiency Training

- a. Career counseling and administration performance evaluation will be completed annually for all sworn officers. A separate set of criteria is used in rating of sworn personnel on probation in order to determine, at the earliest point, their suitability for continued employment.
- b. Proficiency In-Service Training. Members are required to participate in and successfully complete the following:
  - 1. Firearms qualifications;
  - 2. Advanced training;
  - 3. Specialized training;
  - 4. Remedial training; and
  - 5. Any other training required by law or deemed appropriate by the Chief of Police.

**FRANKLIN POLICE DEPARTMENT  
POLICIES AND PROCEDURES MANUAL  
SECTION 1 ADMINISTRATIVE**

**Issued: April 18, 2019**  
**Supersedes: All Prior**

**Approved: Chief Roger Solomon**  
**References: KACP Standards: 5.1, 6.1 & 17.1**

**Chapter 7 – General Management**

**PURPOSE**

The purpose of this order is to address management principles of a general nature that are not addressed in other topic areas. Policies focus upon management information, administrative reporting, and accountability for agency forms. Related policies are concerned with departmental planning and research (planning and research), the analysis of criminal activity (crime analysis), and department written communication. This order consists of the following sections:

1. Department Management Information
2. Administrative Reporting Program
3. Other Reports
4. Department Developed Forms

**POLICY**

It shall be the policy of the Franklin Police Department to have set procedures for information gathering and reporting.

**DEPARTMENT MANAGEMENT INFORMATION**

Department management information is statistical and data summaries, or summaries of significant occurrences which are of value to management for decision making. The goal of department's management information system needs to provide reliable information to be used in management decision making.

**Data Sources**

1. The following are files and/or electronic sources for statistical and data summaries of department activities:
  - a. Service Requests

- b. Incidents and Offense Reports containing:
    - i. Victims
    - ii. Properties
    - iii. Offenders
    - iv. Suspects and Missing Persons
    - v. Arrests
    - vi. Witnesses
  - c. Traffic Accidents
  - d. Driver Information
  - e. Sexual Contact
  - f. Roll Call Data
  - g. Departmental Memos
  - h. Electronic (E-mail) Memos and Notices
2. Almost any combination of statistical and data summary can be obtained from the above files. The Department recognizes that administrative reports are essential to the timely distribution of information.

#### **ADMINISTRATIVE REPORTING PROGRAM (KACP 5.1)**

- 1. Daily Shift Report
  - a. A list of all incidents recorded by the police department for any period of time may be obtained through records. Such reports may be obtained from the communications division.
  - b. Any event worthy of reporting to the Chief or the Captain (not just those having to do with traffic and routine patrol operations) shall be advised from one shift commander to the next, including necessary carry over of personnel. **(KACP 17.1)**



## 2. Yearly Report

A summary of the previous calendar year activity is submitted by the Operations Captain to the Chief of Police. This information is not limited to statistical data, but also general and significant happenings that affect the entire department or its members. At a minimum, the yearly report shall include the following statistical data: **(KACP 6.1)**

- a. Type of Activity
- b. Location
- c. Time
- d. Date

## 3. Critical Incident Report

A summary of an actual or alleged event that creates a significant or substantial risk of harm. The report is submitted by the Operations Captain to the Chief of Police. The Critical Incident Report is a summarization of the event in question, which will include:

- a. Type of Incident
- b. Location/timeline of event(s)
- c. Date
- d. Parties involved

**Counseling Assistance** -- All members of the Franklin Police directly involved in or affected by the critical incident shall be offered to take part in a City sponsored Employee Assistance Program, or other program as deemed appropriate by the Chief of Police, as soon as practical after the incident. Involved support personnel should also be encouraged to take part in similar programs.

**Note:** It is recommended that you contact KCCRB (The Kentucky Community Crisis Response Board) 888-522-7228 – Available 24 hours. This recommendation is based upon the following free services:

- On Scene Support
- Liaison with incident command and family/victims/community
- Risk assessment
- Peer support
- Psychological First Aid
- Multi-component crisis intervention
- Consultation

## **OTHER REPORTS**

The following are required administrative reports in addition to those named above:

1. Updated staffing roster maintained by the Chief.
2. By incident, use of force reports by appropriate officers and shift supervisors will be submitted to the Operations Captain and Chief of Police.
3. Trend and pattern reports, as needed.

## **DEPARTMENT DEVELOPED FORMS**

1. Accountability

The Administrative Captain has the authority and is responsible for arranging the following:

- a. Reviewing all departmental developed forms used by the department;
- b. Developing, modifying and approving forms; and
- c. Deleting forms, when necessary.

2. Procedures for Development, Modification, Approval, and Deletion of Forms

All forms developed and utilized by the department are reviewed and evaluated by the Chief of Police and Administrative Captain periodically to ensure that the format is consistent with the records maintenance and data processing requirements of the department. Final approval of department-developed forms is the responsibility of the Chief of Police. Form development and modification shall be arranged by the Administrative Captain according to the following procedures:

- a. A determination of desired form information is made through an examination of:
  - (i) NIBR (National Incident Based Reporting) data required;
  - (ii) State data required; and
  - (iii) Records system requirements.
- b. A review to ensure that the information to be captured on new or modified department forms is not duplicative.

- c. Any proposed new form or modification of an existing form should be reviewed by those assigned to use them.
- d. Notification to discontinue the use of any form shall be by departmental memo, e-mail or both.
- e. The removal of any electronic form or record from the computer system is done under the direction of the Chief of Police, Administrative or Operations Captain.

# FRANKLIN POLICE DEPARTMENT

## POLICIES AND PROCEDURES MANUAL

### SECTION 1 ADMINISTRATIVE

Issued: April 18, 2019  
Supersedes: All Priors References

Approved: Chief Roger Solomon  
KACP Standards 10.5, 17.1 & 28.5

## Chapter 21 – Uniforms and Appearance

### PURPOSE

The purpose of a uniform and appearance policy is to ensure consistency in the daily uniforms worn by sworn police personnel, as well as their appearance. This policy will address the classes of uniforms, as well as the appropriate way in which approved ribbons and insignias will be worn. This section covers dress code for officers while on duty or off, as well as proper dress for court appearances. This section also covers grooming standards as well as appearance.

### POLICY

It shall be the policy of the Franklin Police Department to hold that each sworn member of the Department is responsible for his own uniform(s). Each member shall present himself/herself in such a way as to reflect a positive image on the Franklin Police Department and the City of Franklin.

### PROCEDURE

#### Uniform Purchases and Care:

- a. The purchase and replacement of uniforms shall be provided by the Department through the officers uniform allowance. Initial purchasing will be provided by the Department as a new hire.
- b. Officers shall keep their uniforms clean and pressed, their shoes and other equipment polished and shined. Badges and nameplates should be kept clean and bright.



### Standard Uniform Jackets:

All officers will be issued a standard uniform jacket. The jacket will be black in color. Every jacket will have a small subdued departmental patch sewn-on the left breast and a large subdued patch on each shoulder.

The Franklin Police Department has the following uniform classes:

1. Class A Uniform (Worn for Circuit Court and Special Details)
2. BDU/Outervest (Summer)(Short Sleeve)
3. BDU/Outervest (Winter)(Long Sleeve)

#### 1. Class A Uniform (Worn for Circuit Court and Special Details)

**SHIRT** – Standard issue long sleeve navy blue with navy blue epaulets and pockets with Franklin Police Patches on both shoulders. Buttons will be silver in color and read “Commonwealth of Kentucky” on them.

**TROUSERS** - Standard navy blue texturized polyester trousers with royal blue stripe.

**UNDERGARMENT** – Black T-shirt is required to be worn under the uniform shirt at all times.

**HAT** – Hats are to be worn with hat badges and hat ribbon/acorns. It is the discretion of the Chief of Police if the hats are to be worn at all times outdoors. \*When weather permits (extreme cold), a black or navy blue toboggan type watch cap can be worn.

**TIE** – A navy blue clip-on tie is mandatory with the long sleeve class A shirt for court appearances and other special events designated by the Chief of Police.

**SOCKS** – Black or navy blue socks.

**SHOES** – Black hi-gloss or black polished leather (if officer chooses to wear leather, they must be kept polished).

**GUN BELT GEAR** – Clorino gear **must** be worn for circuit court and special occasions.

**COLLAR PINS** – Silver FPD pins will be worn on the collar three-fourths of an inch from the front edge of the collar and centered from top to bottom. The Silver FPD pins will be worn vertical in the center of the collar, running parallel to the outside seam. Sergeant and above will display their rank in the same fashion.

See pictures below:



**NAMEPLATES** – Nameplates bearing "serving since" shall be worn over the **left** breast centered on the lapel of the pocket. All officers shall wear a silver in color nameplate.

**BADGES** – Badges shall be worn on the **left** breast directly above the pocket approximately  $\frac{1}{4}$  to  $\frac{1}{2}$  inch above the top seam of the pocket.

**AWARD MEDALS** – Award Medals will be worn on the right breast one-quarter inch ( $\frac{1}{4}$  inch) above the top pocket seam. Medals shall be worn horizontal, but no more than three in succession. Additional medals shall be worn above the other medals.

**ACADEMY PINS** shall be worn centered above the awards and medals.

**ACCREDITATION PINS** shall be worn centered above the academy pin.

**SPECIALTY PINS** shall be worn centered above the accreditation pin. Only one (1) pin of your choosing will be permitted. (Examples: Arise, Advanced Officer, Intermediate Officer, Firearms Instructor, and FTO)

**HATS WITH RAIN COVERS** are to be worn only when needed for rain protection, except in the case of a ceremony or at the Chief's discretion. Hats are to be worn with hat badges and hat ribbon. Badge, ribbon and acorns silver in color for all officers.

**NOTE:** Approval by the Chief of Police is required for any pin worn other than academy pin or awarded medal.

2. BDU/Outer vest (Summer Uniform—worn April 1 thru November 30)

**NOTE:** Lieutenants are able to make a determination of the uniform sleeve length due to weather conditions.

**SHIRT** – Black Short Sleeve Polo shirt.

**TROUSERS** – Black TruSpec 24/7 Accent Pant.

**UNDERGARMENT** – Black T-shirt is required to be worn under the uniform shirt at all times.

**CAP** – 1 baseball style “Franklin Police” cap. It will be the discretion of the Chief of Police if the caps are to be worn at all times outdoors

**SOCKS** – Black or navy blue socks.

**SHOES** – Black boot of your choosing must be under the purchase price of \$150.00 dollars. Must be kept clean and polished if you have a polishable boot.

**GUN BELT GEAR** – Nylon gear will be worn for regular duty.

**NAME TAPES** – The BDU uniform shall have the officer's name (name tape) sewn above the right breast pocket of the outer vest carrier.

**BADGES** – A subdued cloth patch shall be sewn above the left breast pocket (approximately ½ inch above the top seam of the pocket).

3. BDU/Outer vest (Winter Uniform—worn December 1 thru March 31)

**NOTE:** Lieutenants are able to make a determination of the uniform sleeve length due to weather conditions.

**Shirt** – Black Long Sleeve Polo Shirt.

**UNDERGARMENT** – Black T-shirt is required to be worn under the uniform shirt at all times.

**CAP** – 1 baseball style “Franklin Police” cap. It will be the discretion of the Chief of Police if the caps are to be worn at all times outdoors. \*When weather permits (extreme cold) a black toboggan type watch cap can be worn.

**SOCKS** – Black or navy blue socks.

**SHOES** – Black boot of your choosing must be under the purchase price of \$150.00 dollars. Must be kept clean and polished if you have a polishable boot.

**BELT GEAR** – Nylon gear will be worn for regular duty.

**NAME TAPES** – The BDU uniform shall have the officer's name (name tape) sewn above the right breast pocket of the outer vest carrier.

**BADGES** – A subdued cloth patch shall be sewn above the left breast pocket (approximately ½ inch above the top seam of the pocket).

#### 4. On Duty Civilian Clothing

Employees will from time-to-time be authorized by the Chief to wear civilian clothing on-duty. Civilian clothing is authorized for the Chief, Captains, Investigations and Administrative positions, and will present a neat and clean image of the department. Employees will wear clothing which is appropriate to the type of duties and citizen contact expected, e.g., dress shirt, dress shoes and tie for men, and equivalent skirt, blouse or pants outfit for women which are appropriate for business contacts and court. For the daily activities where business contacts or court is not anticipated, police polo shirts and khakis "511" style pants are acceptable. Civilian dress should not be a source of negative comment from the community. If officers become lax on courtroom dress, i.e. failing to wear a tie or wearing wrinkled trousers and casual shoes, the Chief will require officers to wear the Class A uniform for all court appearances. **Any member of this agency that has a specialized assignment (example: SCDTF) that may require different standards of grooming or attire to facilitate the performance of their duties may deviate with the authorization from the Chief of Police.**

#### 5. Off-Duty Clothing

Employees of this agency shall not wear clothing off duty that reflects negatively on the Franklin Police Department.

#### 6. Protective Vests

Officers shall be furnished with protective vests and are required to wear their vest at all times while in uniform.

#### 7. Appearance

**A. Hair:** It shall be expected of all male officers to have short, well groomed hair. There shall be no sideburns. Female officers can have long hair, but it must be able to be placed in a pony tail while on duty. Officers are not permitted to dye their hair in any unnatural colors.

**B. Facial Hair:** Mustaches will be kept neatly trimmed and shall not exceed one quarter of an inch beyond or below the corner of the mouth and not exceed a quarter of an inch in length. Goatees and Jaw Line Beards are permitted but must not exceed the length of a quarter of an inch. All facial hair must be kept maintained and well groomed. Patchy, spotty clumps of facial hair are not considered beards and as such are not permitted.

**C. Earrings and Piercings:** Officers are not permitted to wear any piercings while on duty. Piercings while off duty shall not reflect negatively upon this agency.

**D. MAKEUP - All Personnel:** Facial makeup, if it is utilized, must be moderate and conservative in application. Likewise, eye shadow must be subdued. Fingernail polish is allowed, but it has to be clear in color.

**E. HYGIENE - All Personnel:** All employees are expected to present a neat, professional appearance. Cleanliness is the standard and, when reporting for duty, the employee should be free from strong or unusual body odors, be clean and unsoiled, and wear clean, properly maintained clothing/accessories. Fingernails will be kept at a conservative length so as not to interfere with assignment or pose a hazard.

**F. Tattoos:** Officers are only permitted to have tattoos that are not visible outside of the uniform while on duty. Any officer that has a tattoo that is visible outside of the uniform must cover up the tattoo. If an officer has a tattoo on the arm that is below the short sleeve, then that officer shall wear a long sleeved uniform or a sleeve covering the tattoo while on duty, even during the summer months. Tattoos on the face and neck, or other places that cannot be covered, are a direct violation of this policy and are not permitted. Tattoos that are visible when an officer is off duty shall not reflect negatively upon this agency.

**The following is an exception to these grooming standards: An officer who is assigned to a specialized unit, such as the Drug Task Force, may, while assigned to that unit, deviate (within reason) from these standards. Provided, however, if that officer wears a uniform for any circumstance, he/she must abide by the aforementioned appearance and grooming standards.**

# **FRANKLIN POLICE DEPARTMENT POLICIES AND PROCEDURES MANUAL SECTION 1 ADMINISTRATIVE**

**Issued: April 18, 2019**

**Supersedes: All Priors**

**Approved: Chief Roger Solomon**

**References: KACP Standards  
8.1, 8.2, 8.3, 8.4, 8.5, 8.6 & 8.7**

## **Chapter 26 – Budgeting / Finance**

### **PURPOSE**

The purpose of this policy is to establish a procedure for the internal monitoring and auditing of the Franklin Police Department budget.

### **POLICY**

The policy of the Franklin Police Department is to adopt the process currently established by the legislative body of the City of Franklin for monitoring and auditing of the Police Department's internal budget, including all revenues and expenditures. The department, in coordination with the Finance Director, will perform a quarterly status report for each account detailing the balances at the beginning of each period. Quarterly status reports will also be prepared explaining expenditures made during the period. (KACP 8.4)

### **PROCEDURE (KACP 8.3)**

The Franklin Police Department's yearly budget is initially established by the City's Finance Director, City Manager, and Chief of Police based on the recommendations of the Chief's and Assistant Chief's anticipated expenditures and purchasing during the next year. The Chief of Police may appoint a designated person in the agency to oversee certain aspects of the the fiscal management (i.e. Assistant Chief). Ultimately, the Chief of Police is responsible for the fiscal management of the police department. (KACP 8.1 & 8.2)

The following are examples of items used to determine the next fiscal year's budget:

- Department salary changes
- Anticipated equipment
- Retirement benefits
- Additional employees
- Communications upgrades
- Fleet upgrade
- Operations and Investigations anticipated equipment expenditures
- Clerical supplies



The Chief will confer with the Operations and Investigations Captains in order to get a grasp of the operational costs for the next fiscal year. (KACP 8.3) The Chief of Police presents the proposed budget to the City Manager in the form of a request. The City Manager and the City Finance Director introduce the budget to the Mayor and the Board of Commissioners for approval.

## **PROCEDURES FOR REVENUES (KACP 8.6)**

The department has limited instances in which cash or funds are received and dispersed.

### Administrative Fees

On occasion, the department receives revenue in the form of fees for reports requested through attorneys and insurance companies. The department does not charge civilians for accident and criminal reports. (KACP 8.6D)

### Cash Dispersed to Officers

Occasionally, officers require cash to be dispersed to them for travel and training expenses. When officers require a cash advance, the City Purchasing Department disperses payment to them from the General Fund in the form of a check. (KACP 8.6D) All detailed receipts from officers are to be returned to the City Purchasing Department. These transactions are recorded and audited by the City of Franklin.

### Asset Forfeiture Funds

Any currency seized by the Franklin Police Department will be deposited into a Seizure Account. If the currency that was seized is given back to the person(s) or awarded to another it will be given back in check form. The check will require two signatures from the designated officers chosen by the Chief of Police or his designee. If the currency is awarded to the Franklin Police Department, it will then be transferred into the Franklin Police Drug Fund account. Any and all monies received shall be deposited, spent and administered in accordance with all applicable local, state, and federal laws and regulations.

### Internal / Independent Audits

In accordance with the City of Franklin financial and budgeting regulations, the department participates in an audit that is conducted by an independent auditing firm in correlation with the city government. The Chief or his designee is responsible for the department's oversight and cooperation to complete the audit by supplying all the requested documentation, and assisting in the annual inventory of the department's property. (KACP 8.7) The auditing firm is also tasked with an annual inventory audit of agency property. \*See also Chapter 20, Department Property Management in the Administrative Section of this manual. (KACP 8.5 & 8.6C)

\* Maintenance of appropriations records among organizational components and preparation of financial statements are managed and maintained by the City of Franklin Finance Department and an independent auditing firm. See also annual budget report / annual audit report. **(KACP 8.6A & 8.6B)**



**FRANKLIN POLICE DEPARTMENT  
POLICIES AND PROCEDURES MANUAL  
SECTION 1 ADMINISTRATIVE**

**Issued: April 18, 2019**  
**Supersedes: All Priors**

**Approved: Chief Roger Solomon**  
**References**

**Chapter 28 – Physical Fitness Standards**

**PURPOSE**

**I. POLICY**

The department encourages physical fitness development and understands the importance and necessity of physical fitness standards in order to maintain each employee's level of fitness. The physical capacity to perform basic law enforcement activities has encouraged the Franklin Police Department to institute a physical fitness standard and evaluation until such time as it is superseded, revoked, or rescinded.

**II. PURPOSE**

Since law enforcement is a physically demanding and highly stressful career field, the Franklin Police Department has established a physical fitness program which sets a minimum standard of physical fitness for all sworn employees, and procedures for assessment of each employee's level of fitness. The goal of the fitness program is to ensure personnel have the physical capacity to safely perform their jobs; improve physical and mental health; increase productivity; reduce disabling sick time and health care costs; and create and maintain a professional public image.

**III. RESPONSIBILITIES**

**A. Chief of Police**

1. Appoint a physical fitness coordinator.
2. Lead the efforts within the department to achieve and maintain physical fitness standards.

**B. Physical Fitness Coordinator**

1. Conduct annual physical fitness assessments of employees, conduct applicant physical fitness assessments as needed, and report results to the Chief of Police.

2. Maintain record of employees' physical fitness assessments for comparison with future tests. Keep all such records in strict confidence, except in accordance with this policy.
3. Be available to each employee for technical assistance relating to the employee's personal fitness program.

#### **IV. PROCEDURE**

##### **A. Applicants for Employment**

1. Applicants for employment with the Franklin Police Department shall participate in a physical fitness assessment that meets the entry level standards as established by the Kentucky Law Enforcement Council and Department of Criminal Justice Training. Prior to testing, each applicant shall complete a medical screening process and complete a release of claims form. The medical screening is not intended to diagnose disease or health problems; it is to determine if exercise is safe for the applicant. Applicants for employment who are determined through the screening process to be at risk shall not participate in the physical fitness assessment until they receive a medical clearance by a physician.
2. Applicants for employment with the Franklin Police Department must meet a minimum standard for physical fitness. In order to meet the state standard, an overall minimum of 50 points must be achieved. Failure to meet the overall minimum requirement constitutes a failure for the test battery.

##### **B. Incoming Recruits**

1. The physical fitness assessment will consist of the following events, which will be conducted in the specific order listed. A recovery period shall be granted between the conclusion of one event and the start of the next event.
  - a. Bench Press. Upper body absolute strength is measured by the maximum weight that the employee can successfully bench press one repetition. Important for performing physical tasks that require lifting, carrying, and pushing during maximum efforts against heavy resistance. (Recovery time: 5 minutes)
  - b. Sit-ups. Dynamic strength of the abdominal muscles is determined by the number of bent knee sit ups the employee can successfully complete in one minute. Important for performing the tasks that require lifting, pulling, and dragging. (Recovery time: 15 minutes)



- c. 300 Meter Run. Anaerobic power will be determined by the 300 meter run. Important for performing the tasks required in foot pursuits and other short-burst efforts during emergency situations and non-emergency situations. (Recovery time: 15 Minutes)
- d. Push-ups. Upper body dynamic strength will be determined by the number of standard pushups the employee can successfully complete. Important for performing the tasks of lifting, carrying, pushing when repeated muscular contractions of the upper body are required without getting fatigued. (Recovery time: 30 minutes)
- e. 1.5 Mile Run. Aerobic capacity will be determined by a timed 1.5 mile run. Important for performing physical tasks over a sustained period of time. Having an efficient heart and cardiovascular system enables the officer to perform extended foot pursuits and long-term use of force situations.

Incumbent officers must meet a minimum standard for physical fitness. In order to meet the state standard, an overall minimum of 50 points must be achieved. Failure to meet the overall minimum requirement constitutes a failure for the test battery. The table below is the established minimum standards by DOCJT.

Physical Performance Points Distribution

Event	9 pts	9.5 pts	10 pts	10.5 pts	11 points
Bench Press (% of body weight)	55.3%	59.7%	64%	68.5%	>=73%
Sit Ups (repetitions)	13	16	18	—	>= 18
300 Meter Run (seconds)	68	67	65	—	<= 65
Push Ups (repetitions)	14	17	20	23	>= 25
1.5 Mile Run (minutes:seconds)	17:56	17:34	17:12	16:4	<= 16:15

#### C. Sworn Employees

1. Become familiar with the standards of physical fitness that pertain to him/her.
2. Achieve and maintain a level of physical fitness at or above the set minimum standards.
3. Request the assistance of the physical fitness coordinator, if necessary, to develop a personal fitness program.
4. Participate in annual physical fitness assessments. (i.e. timed obstacle course with firearms proficiency)

5. Physical fitness assessments will be scheduled by the Chief and the fitness coordinator and will normally take place in **June** of each year.
6. Medical clearance for participation in the mandatory physical agility testing will be the responsibility of the participating officer. **The medical clearance shall be completed by the end of May.** All officers need to bring a letter from their physician detailing that the officer will or will not be able to complete the physical fitness testing. **A yearly physical examination is highly encouraged as a preventative measure.**
7. Employees identified by competent medical personnel as incapable of performing the fitness assessment shall, with proper certification from a physician, be exempt from testing until such time as the medical condition rendering them incapable of participating is resolved. A second opinion may be requested by the Chief of Police with a physician of the department's choosing, with the cost incurred by the Franklin Police Department.
8. Sworn employees identified as working in an administrative position will also be required to participate in the annual fitness assessments.

#### **D. Fitness Activities / Workouts**

1. Officers are encouraged to participate in the City of Franklin's gym membership agreement. Minimum gym attendance is at least eight times per month.

# ORDINANCES

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**ORDINANCE NO. 2019 - 013**

**AMENDMENT TO ORDINANCE ADOPTING A COMPREHENSIVE PLAN  
OF ANNEXATION FOR THE CITY OF FRANKLIN, KENTUCKY**

WHEREAS, the Mayor of the City of Franklin has heretofore appointed a committee to study the needs of the City of Franklin relative to expansion and growth; and,

WHEREAS, said committee has reported to the Board of City Commissioners~~City Council~~ of Franklin, Kentucky; and

WHEREAS, Ordinance No. 110.19 was adopted at a meeting held by the Board of Commisisoners on October 11, 1982 adopting a comprehensive plan of annexation for the City of Franklin, Kentucky;

NOW, THEREFORE, BE IT ORDAINED by the City of Franklin, Kentucky that the following Comprehensive Plan of Annexation be amended and adopted as follows:

I

That it is in the best interests of the City of Franklin to annex to the City all of that territory outside the present City boundaries that is now being served by the Franklin Municipal Water System or the City of Franklin Sanitation Department or the City of Franklin Electric Plan Board.

II

That, as services of the City of Franklin are extended outward from the City of Franklin, said areas be incorporated into the City of Franklin so that orderly development and services shall be maintained and an equal and fair payment of the costs of said services be maintained.

III

That in furtherance of said plan, the following order of annexation is adopted:

- A. The area generally north of the City of Franklin.
- B. The area generally east of the City of Franklin.
- C. The area generally south of the City of Franklin.
- D. The area generally west of the City of Franklin.



IV

The adoption of this plan does not in any way prohibit annexation to the City of Franklin of any area requesting annexation, but is adopted rather as a general guide for future expansion.

V

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

VI

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

\_\_\_\_\_  
FIRST READING

\_\_\_\_\_  
SECOND READING

At a meeting of the City Commission of the City of Franklin, Kentucky, held on \_\_\_\_\_, on motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_, the foregoing ordinance was adopted, after full discussion, by the following vote:

\_\_\_\_\_ HERBERT WILLIAMS

\_\_\_\_\_ JAMIE POWELL

\_\_\_\_\_ BROWNIE BENNETT

\_\_\_\_\_ WENDELL STEWART

\_\_\_\_\_ RONNIE CLARK, MAYOR

APPROVED BY:

\_\_\_\_\_  
Larry Dixon, Mayor

ATTEST:

\_\_\_\_\_  
Cathy Dillard, City Clerk

ORDINANCE 2019-010

AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019 BY ESTIMATING REVENUES AND APPROPRIATIONS

*WHEREAS, the City Commission for the City of Franklin, Kentucky is required by law to amend its budget ordinance to reflect actual revenues and expenditures if different from those projected; and*

*WHEREAS, it has been reported to the City Commission that actual revenues collected and costs expended by the city during the 2018-2019 fiscal year are different from those projected in the current budget ordinance, and it is therefore necessary to amend the 2018-2019 budget ordinance to reflect these variances,*

*NOW, THEREFORE, be it ordained by the City of Franklin, Kentucky that the 2018-2019 budget is hereby amended to read as follows:*

	General Fund	Stormwater Fund	Utility Fund	Sanitation Fund	Municipal Aid Fund	Cemetery Fund	Perpetual Care	CDBG Fund
<b>Estimated Revenues:</b>								
Operating Revenue		353,000	5,688,910	950,500	187,595	81,300	7,400	
		<del>353,000</del>	<del>5,688,910</del>	<del>950,500</del>	<del>187,595</del>	<del>72,000</del>	<del>2,900</del>	
Tax Revenue	1,073,454							
	<del>1,073,454</del>							
Licenses & Fees	5,601,955							
	<del>5,421,955</del>							
Intergovernmental Revenue	242,864							
	<del>242,864</del>							
Fines & Forfeits	55,500							
	<del>55,500</del>							
Intragovernmental Revenues in	1,097,846					186,000		
	<del>1,097,846</del>					<del>186,000</del>		
Miscellaneous Revenue	195,742							
	<del>184,743</del>							
Non-Operating Revenue			53,236	850	100,550	625	6,250	
			<del>53,236</del>	<del>850</del>	<del>100,550</del>	<del>625</del>	<del>4,275</del>	
<b>TOTAL REVENUES</b>	8,267,361	353,000	5,742,146	951,350	288,145	267,925	13,650	
	<del>8,076,362</del>	<del>353,000</del>	<del>5,742,146</del>	<del>951,350</del>	<del>288,145</del>	<del>258,625</del>	<del>7,175</del>	
<b>Appropriations:</b>								
General Government	1,882,339							
	<del>1,880,339</del>							
Police	2,284,704							
	<del>2,278,804</del>							
Fire	274,365							
	<del>274,365</del>							
Public Services	811,297							
	<del>809,797</del>							
Community Services	1,308,694							
	<del>1,266,987</del>							
Stormwater		208,558						
		<del>208,308</del>						
Municipal Utilities			3,008,191					
			<del>2,979,761</del>					
Sanitation				704,404				
				<del>704,404</del>				
Economic Development								
Municipal Aid/Severance					286,500			
					<del>286,500</del>			
Municipal Cemetery						204,966		
						<del>204,094</del>		
Debt Service	295,245		505,249					
	<del>295,245</del>		<del>505,249</del>					
Capital Outlay	752,102	1,463	887,070		95,000	5,000		
	<del>417,084</del>	<del>10,000</del>	<del>1,111,490</del>		<del>95,000</del>	<del>5,000</del>		



TOTAL APPROPRIATIONS	7,608,746	210,021	4,400,510	704,404	381,500	209,966	-	-
	<del>7,222,621</del>	<del>218,308</del>	<del>4,596,500</del>	<del>704,404</del>	<del>381,500</del>	<del>209,091</del>		
EXCESS RESOURCES	658,615	142,979	1,341,636	246,946	(93,355)	57,959	13,650	-
	<del>853,741</del>	<del>134,692</del>	<del>1,145,646</del>	<del>246,946</del>	<del>(93,355)</del>	<del>49,534</del>	<del>7,175</del>	
RESERVE	217,600	-	567,225	-	-	-	-	-
	<del>217,600</del>		<del>312,780</del>					
TRANSFERS OUT	383,000	-	700,000	209,500	-	51,646	3,000	-
	<del>383,000</del>		<del>700,000</del>	<del>209,500</del>		<del>51,646</del>	<del>3,000</del>	
CHANGE IN FUND BALANCE	58,015	142,979	74,411	37,446	(93,355)	6,313	10,650	-
	<del>253,141</del>	<del>134,692</del>	<del>132,866</del>	<del>37,446</del>	<del>(93,355)</del>	<del>(2,112)</del>	<del>4,175</del>	

SECTION 2: The regulatory license fee shall be eight percent (8%) of gross sales of all alcoholic beverages sold by the drink. In the case of retail sales of package distilled spirits, wine and malt beverages, the regulatory license fee shall be five percent (5%) of gross sales. The annual rate for the regulatory license fee adopted by the City Commission is estimated to ensure full reimbursement to the city for the cost of any additional policing, regulatory, or administrative expense related to the sale of alcoholic beverages in the city.

SECTION 3: The detailed budget proposal and message, together with modifications, are hereby adopted and incorporated by the reference herein, the same as if copied at length herein.

SECTION 4: This ordinance is effective upon its passage and publication.

SECTION 5: If any section, subsection, paragraph, sentence, clause, phrase, or a portion of this ordinance is declared illegal, unconstitutional or otherwise invalid, such declaration shall not affect the remaining portions hereof.

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

FIRST READING \_\_\_\_\_

SECOND READING \_\_\_\_\_

At a meeting of the Franklin City Commission held on \_\_\_\_\_ on motion made by \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_, the foregoing ordinance was adopted, after full discussion, by the following vote.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Commissioner Brownie Bennett  
Commissioner Herbert Williams  
Commissioner Jamie Powell  
Commissioner Wendell Stewart  
Mayor Larry Dixon

APPROVED BY:

\_\_\_\_\_  
LARRY DIXON, MAYOR  
CITY OF FRANKLIN, KY

ATTEST:

\_\_\_\_\_  
CATHY DILLARD, CITY CLERK  
CITY OF FRANKLIN, KY

A DETAILED COPY OF THE BUDGET MAY BE SEEN AT CITY HALL, 117 W CEDAR STREET, FRANKLIN KENTUCKY BETWEEN THE HOURS OF 8:30 A.M. AND 4:30 P.M. MONDAY THROUGH FRIDAY.