



FRANKFORT
KENTUCKY DISTILLED

**CITY OF FRANKFORT
BOARDS AND COMMISSIONS
HANDBOOK**

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DISCLAIMER

Nothing in this Handbook is intended to supersede or conflict with provisions of Kentucky law related to boards and commissions addressed herein or the City of Frankfort. To the extent any provisions of this Handbook conflict with Kentucky law, Kentucky law shall govern.

INTRODUCTION

We can't do it alone.

The City of Frankfort depends on a variety of local boards and commissions to ensure the success of our government and our community. Each board serves a unique and important purpose, whether it is advising on historic preservation, governing municipal utilities, or determining whether the conduct of city officers is ethical.

The rules that govern our city boards and commissions are as varied as the purposes of the boards themselves. Powers and duties, membership requirements, appointment authority, city oversight, and other issues often depend on particular state statutes, local ordinances, board rules, or a combination of all of the above. It is very important that you know the rules that apply to your board. This Handbook is intended to provide you with the basic information you need to be a successful board member.

You will find information in this Handbook regarding how to determine when a board seat is available, how to apply for board membership, and how the appointment process works. Other sections deal with general rules that apply to boards, such as open meetings and open records requirements, or how to request funds or supplies from the City.

The “Board Overviews” section is the place to start! This is where you will find brief descriptions of each city board and commission, along with key details concerning meeting schedules, terms, qualifications, the appointment process, which forms must be completed for application, and more. For full details on each board, you should consult the applicable statutes and ordinances referenced in the “Board Overviews” section. Consult the board for any applicable bylaws or internal rules.

All forms and applications you need are located in the “Forms” section. If you need additional resources, such as where to find state laws related to your board, or open meetings and open records materials, you can find these in the “Resources” section.

Finally, don't forget to review the “City Government Structure” and “City of Frankfort Mission Statement and Goals” following this introduction to learn about how Frankfort is governed and the vision for the community that guides all of us as we play our part in Frankfort's present and future.

If you have questions at any time, you should always feel free to contact the City of Frankfort or members of the board you are on or wish to join. We are here to help you succeed.

Thank you for your willingness to serve the City of Frankfort. We look forward to working with you!

“Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has.” -- Margaret Mead

CITY OF FRANKFORT GOVERNMENT STRUCTURE

The City of Frankfort is organized under the City Manager form of government. We are led by a five-member Board of Commissioners, which includes the Mayor and four Commissioners. The Mayor is elected every four years, and the Commissioners are elected every two years. The elections are non-partisan.

The Board of Commissioners must appoint one commissioner as Mayor Pro Tem to act for the Mayor whenever the Mayor is unable to attend to his/ her duties. Duties specific to the Mayor include presiding over meetings, signing contracts, serving as the ceremonial head of government, and making appointments to certain boards.

19 of the over 400 cities in Kentucky operate under the City Manager form of government. We are different from cities with a Mayor-Council plan or Commission plan, because while ultimate responsibility and control over executive and legislative authority rests with the Board of Commissioners as a whole, much of the day-to-day executive and administrative responsibility is given to the City Manager by state law.

The duties required of the City Manager under KRS 83A.150 include:

- Enforcing the city manager plan, city ordinances and statutes
- Promulgating procedures, subject to Board of Commissioners approval, to govern the functions of city government
- Being responsible to the Board of Commissioners for proper administration of all duties imposed by city ordinance
- Recommending to the Board of Commissioners the appointment, removal and discipline of city employees and officers. However, appointment and removal must be carried out by the Board of Commissioners itself, except for certain interim or temporary appointments.
- Preparing, submitting and administering the annual budget
- Preparing and submitting an annual year-end financial report and a report on the administrative activities of the city
- Advising the Board of Commissioners concerning the financial condition and future needs of the city
- Maintaining liaison with related units of local government for joint activities
- Supervising all city departments and conduct of all officers and employees under the City Manager's jurisdiction

CITY OF FRANKFORT MISSION STATEMENT & GOALS

Frankfort Vision Statement

Nestled on the banks of the Kentucky River, Frankfort is the crown jewel of Kentucky. As the capital city, Frankfort is a welcoming and diverse community with a thriving economy and residents experiencing affordable and healthy living, active lifestyles, quality education, livable neighborhoods, with opportunities to succeed.

Mission of Frankfort City Government

Frankfort, as Kentucky's Capital City, is committed to preserving its unique history while taking a proactive approach to building its future. We promote an enhanced quality of life, work and play by providing professional services in a responsive, timely and compassionate manner that meets and exceeds expectations of all our citizens.

2018 – 2019 Policy Agenda Priorities

1. Code and ordinance education – linking up ways to connect resources

Key issues:

- Consistent enforcement
- Public education and outreach
- Funding to continue improving neighborhoods

2018-2019 Actions:

- Review current code ordinance language
- Review processes
- Review role of City and partners
- Assess impact of neighborhood grant program

2. Distinct economy for the City apart and separate from State government

Key issues:

- Lessen reliance on state government
- Better balance – diversify business sector

2018-2019 Actions:

- Partner with KCDC, Chamber, DFI and Tourism to identify growth opportunities

3. Strong diversified economy

Key issues:

- Lessen reliance on state government
- Better balance
- Infill development

2018-2019 Actions:

- Implementation of CityVisions downtown short-term recommendations
- Community engagement and Master planning strategy for Capital Plaza Area including Riverfront and Downtown
- Assess financial incentive programs to implement
- Partner with DFI on downtown database
- Capitalize on Bourbon Industry growth

4. An empowered and engaged citizenry that is heard

Key issues:

- Educated and informed workforce
- Improve quality and quantity of board appointees and hold them accountable

2018-2019 Actions:

- Work with employers and local partners (Chamber, KCDC & Schools) to promote IMPACT program and other workforce training opportunities
- Partner with schools and KCDC to pursue State and Federal workforce training opportunities
- Implementation of a Board and Commission appointment process

5. Beautification

Key issues:

- Policy of location(s) for existing or new plantings
- Partner with the State on gateways and corridors
- Urban forestry
- Invasive species

2018-2019 Actions:

- Neighborhood beautification grants
- Tree Canopy study
- KYTC/DOT maintenance partnership
- Invasive species education outreach

6. Planned transformation

Key issues:

- Community assessment and input process
- Master plan for Capital Plaza area, including riverfront and downtown

2018-2019 Actions:

- Continue development of a State and Federal Strategy
- Implementation of CityVisions downtown short-term recommendations
- Community engagement and Master planning strategy for Capital Plaza Area including Riverfront and Downtown
- Assess financial incentive programs to implement

7. Maintaining, increasing and enhancing partnerships

Key issues:

- Education is a priority
- Capital Plaza area, riverfront and downtown redevelopment
- Public safety

2018-2019 Actions:

- Increase presence and “story of Frankfort” at State and Federal level
- CityVisions contract for community engagement and master planning
- Community outreach by public safety departments

8. Effective lobbying strategy at local, state and federal level

Key issues:

- Action
- Funding

2018-2019 Actions:

- Develop budget
- Identify priority areas to pursue funding and policy implementation
- Develop educational materials

9. Master plan for Sewer

Key issues:

- Consent Decree
- Capacity
- Aging Facility
- Staffing

2018-2019 Actions:

- Direction from Division of Water
- Facility study
- Rate study
- Department review of organizational chart
- State and Federal partnership for funding

10. Infrastructure

Key issues:

- Technology
- Utilities
- Sewer
- Connectivity

2018-2019 Actions:

- Evaluate and prioritize funding strategy for prioritization of capital projects
- State and Federal partnership for funding

11. Ethical government/open/transparent

Key issues:

- Education for general public
- Promoting culture of transparency
- Improving online presence

2018-2019 Actions:

- Implement online agenda
- Citizen issue tracking software
- Update city website
- Increase city brochures and other materials

12. Unrecognized city liabilities

Key issues:

- Education for public, city staff and elected officials
- Operation efficiencies

2018-2019 Actions:

- Review and assessment of existing debt, reserves and financial
- Evaluate and prioritize funding strategy for prioritization of capital projects

13. Promote Organizational Performance

Key issues:

- Policy updates
- Operational Efficiencies
- Performance measurement

2018-2019 Actions:

- Implementation of POP committee recommendations including creation of Efficiency Coordinator position
- Begin departmental review process
- Implementation of KLC Policy review recommendations

14. Address impact of pension issue

Key issues:

- Education for general public and city staff
- Absorbing increased pension costs
- Continue to focus on growing community
- Pending retirements

2018-2019 Actions:

- Migration to modified zero-based budgeting to better align resources with needs/opportunities
-

15. City Hall and Fire Station 1

Key issues:

- Community assessment
- Location and Scope of project

2018-2019 Actions:

- Complete contract for evaluation and site location
- Capital and Operating Budget assessment

Items/Issues on the horizon:

1. Ethics and transparency
2. Policies, ordinance and procedures – review, renew and revise
3. Planning and zoning policy and procedure review
4. Increase percentage of city employees who live in the city
5. Utilize eyes and ears of staff
6. Consolidate DFI into other agency
7. Interlocal agreement with Emergency Management
8. Maintain and benchmark a culture of customer service (idea – target people who have moved to Frankfort and follow up to see how their experience went.)
9. Pushing out public information more effectively

Long-term Issues (10 years and beyond):

- Capital Plaza
- Great Bond rating
- Revitalization of the urban core
- Having economic drivers
- More favorable demographics (burgeoning population – current core is stagnated – need people who will stay – median age – more professionals)
- We have limited room to grow – need annexation – this issue is not unanimous
- Obtaining a better educated population
- Continuous excellence in city government – expectations of the public
- Quality neighborhoods – consider establishing thriving neighborhood associations
- Engaged citizenry
- Infrastructure

BOARD MEMBERSHIP AVAILABILITY

There are many reasons why the city may need to make an appointment to a particular board or commission. The most common reasons include term expiration, resignation, or creation of a new board. To determine which boards may have current or upcoming vacant seats, you can contact the City Clerk at 502-875-8500, or visit the city website for an updated board list at <http://www.frankfort.ky.gov/Resources/City-Boards/city-boards.html>.

Regardless of whether a vacancy currently exists on a board, you are encouraged to submit an application at any time. This ensures the city knows you are interested and how to contact you if a vacancy occurs or an appointment must be made.

APPLICATION PROCESS

Although the appointment process may differ depending on the board, almost every applicant or potential appointee must complete the initial application process prior to appointment. This process includes:

- 1) Completion of the City of Frankfort Boards and Commissions General Application Form.
- 2) Submission of a Résumé with the General Application Form.
- 3) Completion of any additional forms or requirements that are specific to the board you are interested in joining.
- 4) Submission of all required forms to the City Clerk at City Hall, 315 West Second Street, Frankfort, Kentucky 40602.

All forms are readily available at City Hall, as well as the “Forms” section of this Handbook.

While some boards only require submission of the General Application Form and Résumé, other boards have specific requirements under state or city law or policy that must be met prior to appointment. For example, a board may require that members reside in the City of Frankfort, or have particular education or expertise. To ensure compliance with the law, you may be required to submit certain affidavits, background investigation consent forms, or other documentation with your General Application Form and Résumé.

Additionally, a few boards are listed in this Handbook for which no appointments are made by the Mayor or Board of Commissioners. They are included here because of their affiliation with the city, but they do not have application requirements through the city and do not need to comply with any of the application procedures listed in this Handbook.

The “Board Overviews” section of this Handbook lists the exact forms and documentation you will need to submit with your application for a particular board. If you are unsure of which forms you need to complete, simply ask the City Clerk, who will provide them to you.

All applications are valid for one year from the date of receipt by the City Clerk of all required documents. If you are still interested in appointment after one year, please remember to reapply.

APPOINTMENT PROCESS

All board appointments will be made solely from candidates who have successfully completed the application process. However, the process for appointment will vary depending on the individual or group who has the power to make the appointment. Appointment power depends on the laws that apply to each board, so please consult the appropriate “Board Overviews” section of this Handbook to determine the proper appointment process.

Note that there may be times when the appointment schedule below must be altered to accommodate the needs or desires of the Board of Commissioners. If the schedule is altered, the potential appointee will be notified accordingly.

Note that if a background check is required, the appointment will not be made until the background check is completed and reviewed.

1) **Appointments by Mayor Only.**

- a. The Mayor will choose a qualified individual who has successfully completed the required application process.
- b. The appointee will receive an official letter of appointment from the Mayor, which will specify the effective date of the appointment, along with a copy of the Handbook.
- c. The board for which the appointment is made will receive an official letter from the city notifying them of the appointment, which will specify the effective date of the appointment.
- d. City staff will schedule a brief orientation meeting with the appointee.
- e. The appointment will be announced at the next regular meeting of the Board of Commissioners.

2) **Appointments by Mayor with Board of Commissioners Approval.**

- a. The Mayor will choose a qualified individual who has successfully completed the required application process.
- b. The Board of Commissioners will receive written notification of the chosen appointee along with the completed application forms, Résumé and documentation in advance of the next regular meeting of the Board of Commissioners.
- c. The chosen appointee will be notified in writing of the proposed appointment, and requested to appear at the next regular meeting of the Board of Commissioners to introduce himself/herself, explain the reasons why he/she wants to be appointed, and answer any questions from the Board of Commissioners. (*Note: Some boards may receive written questions from the Board of Commissioners in advance of the meeting, and should have answers prepared for review at the meeting.*)
- d. The Board of Commissioners will vote on approval of the appointee at a regular meeting.

- e. If approved by the Board of Commissioners, the appointee will receive an official letter of appointment from the Mayor, which will specify the effective date of the appointment, along with a copy of the Handbook.
- f. The board for which the appointment is made will receive an official letter from the city notifying them of the appointment, which will specify the effective date of the appointment.
- g. City staff will schedule a brief orientation meeting with the appointee.

3) Appointments by Board of Commissioners.

- a. The Board of Commissioners will vote for one or more potential appointees at a regular meeting, consisting of a qualified individual(s) who has successfully completed the required application process.
- b. The chosen appointee(s) will be notified in writing of the proposed appointment, and requested or invited to appear at the next regular meeting of the Board of Commissioners to introduce himself/herself, explain the reasons why he/she wants to be appointed, and answer any questions from the Board of Commissioners. (*Note: Some boards may receive written questions from the Board of Commissioners in advance of the meeting, and should have answers prepared for review at the meeting.*)
- c. The Board of Commissioners will vote on approval of the appointee at a regular meeting.
- d. If approved by the Board of Commissioners, the appointee will receive an official letter of appointment from the city, which will specify the effective date of the appointment, along with a copy of the Handbook.
- e. The board for which the appointment is made will receive an official letter from the city notifying them of the appointment, which will specify the effective date of the appointment.
- f. City staff will schedule a brief orientation meeting with the appointee.

4) Joint City-County Boards. Some boards have both city and county appointees. Members appointed by the city must still follow the appropriate application and appointment procedures, so consult the “Boards Overview” section of this Handbook to determine the correct process to follow.

5) Appointments by Boards Themselves. Some boards make all their own appointments, and others make appointments in certain circumstances, such as filling vacancies after a certain timeframe has passed. Consult the “Boards Overview” section of this Handbook to determine which boards make their own appointments. While the appointment procedures listed in this section will not apply to board appointments, there may still be certain qualifications and other requirements that must be met.

RESIGNATION PROCESS

Unfortunately, there are instances when a board member cannot continue to serve, due to other commitments, no longer meeting a qualification, or any other number of reasons. When you must resign from your board, the following procedure will apply:

- 1) The resigning member must notify the City of Frankfort in writing, specifying the board for which the member serves as well as the effective date of the resignation.
- 2) The resigning member must notify the board from which the member is resigning in writing, specifying the effective date of the resignation.
- 3) The resigning member should contact the board itself to see if any additional requirements or notification procedures apply.
- 4) Any city officer or employee who receives indication of a board resignation must notify the City Clerk, who will contact the resigning member for written confirmation of the resignation as specified above.
- 5) Immediately upon written notice of a resignation, the City Clerk shall confirm the resignation by providing a written response to the resigning member, and shall notify the board for which the member served in writing.
- 6) The resignation will be effective on the date specified in the written resignation notice, or if no date is provided, immediately upon written confirmation of the resignation by the City Clerk.

There may be times when the city becomes aware of circumstances creating an effective resignation or vacancy even when written notice has not been provided to the city as required above. In these instances, the city will take appropriate reasonable action to confirm the resignation and notify the board, as well as the member who has resigned if at all possible.

OPEN RECORDS & OPEN MEETINGS

Almost all boards, commissions and committees created by or associated with the City are considered public agencies that are subject to the requirements of the Kentucky Open Meetings Act and Open Records Act. These laws contain strict requirements for how your meetings are governed and your records are maintained. Brief descriptions of some of the most important requirements are listed below, but it is very important that board members take the time to understand the law and how it applies to your particular board.

When you are appointed to a board, you will receive a copy of “Your Duty Under the Law” and “Managing Government Records,” which you will need to review carefully. These are documents produced by the Kentucky Office of the Attorney General, and the Mayor is required to distribute them to you within 60 days of the date your term of office begins. Additionally, you may receive occasional updates to these materials if and when the Attorney General provides these updates.

Upon receipt of the materials above, you **must complete sign the Proof of Receipt** and submit it to the City Clerk.

A copy of “Your Duty Under the Law” and “Managing Government Records” can be found in the “Resources” section of this Handbook.

Key Requirements of the Open Meetings and Open Records Act

- 1) **Regular Meetings.** Every public agency must establish a schedule of regular meetings that must be made readily available to the public. Some boards and commissions, however, do not meet on a regular basis and cannot establish a set meeting schedule. In these instances, the board must treat all of its meetings as special meetings, which have very specific notice and agenda requirements. When you are appointed, make sure you are familiar with the meeting schedule for your board.
- 2) **Special Meetings.** Any meeting that is not part of a regular meeting schedule made available to the public is considered a special meeting. Written notice of each special meeting, including date, time, place and a specific agenda, must be distributed to all board members and media on file to receive notification at least 24 hours prior to the special meeting. Additionally, the notice and agenda must be posted at the meeting location and headquarters of the board. It is important to note that for special meetings, you can only discuss topics that are specifically listed on the agenda.
- 3) **Quorums and Voting.** Generally, all boards must have at least a quorum present before they can take action, and most actions require a majority of those present and voting to vote in favor of the action before it will pass.
- 4) **Closed Sessions.** The Open Meetings Act lists a limited number of reasons for which a board can close a meeting to the public. The specific statutory exemption must always be referenced in the motion to go into closed session, as well as the nature of the business that will be discussed.

If in doubt about whether a closed session is allowed under the law, always feel free to ask the attorney for the board, or the City Solicitor.

- 5) **Parliamentary Procedure and Rules of Conduct.** Some boards are more formal than others, but all should adhere to basic standards of conduct and procedural rules, even if you are not required to follow Robert's Rules of Order. Check with your board to determine what rules apply to your meetings. You can also find parliamentary procedure references in the "Resources" section of this Handbook.
- 6) **Public Records.** Any papers, tapes, books, photographs, or other records which are prepared, owned, used or in possession of your board will be considered a public record that is potentially open to public inspection, unless an exemption applies. As with the open meetings requirements, the open records exemptions are very strict. When considering withholding or redacting records, the board attorney or City Solicitor should be consulted.
- 7) **Records Custodian.** Every board must have a records custodian responsible for maintenance, care and keeping of the board's public records. The City Clerk is required by law to be the official custodian of city records; however, some boards may have their own custodian. When you are appointed, make sure you know who serves as custodian for your board, and ask her/him about how you should maintain records.

REQUESTS FOR FUNDS, MATERIALS & SERVICES

Coming Soon!

BOARD OVERVIEWS

NOTE: For full requirements, consult the statutes and ordinances referenced in each Board Overview. Additionally, consult each board for internal bylaws or other rules that apply.

- Architectural Review Board (ARB).....
- Board of Zoning Adjustment.....
- Civil Service for Police and Fire.....
- Board of Ethics.....
- Board of Parks Commissioners.....
- Kentucky Capital Development Authority.....
- Code Enforcement Board.....
- Electric and Water Plant Board (FPB).....
- Forestry Advisory (Tree Board).....
- Franklin-Franklin County Planning Commission.....
- Housing Authority.....
- Tourist and Convention Commission.....
- Frankfort Human Rights Commission.....
- Capital City Museum Board.....
- Franklin County Humane Society.....
- Landscape Committee.....
- Subdivision Update Committee.....
- Zoning Update Committee.....

ARCHITECTURAL REVIEW BOARD (ARB)

DESCRIPTION: Established to review development proposals and provide more design controls in older sections of Frankfort. Surveys and inventories historic sites. Reviews construction, demolition and additions in certain districts and advises the zoning administrator regarding permit approval. Serves as a board of zoning adjustment for granting conditional use permits, variances and appeals in certain districts. Reviews applications for Local Landmark and National Register designations. Advises and serves as liaison for local governments regarding historic preservation issues.

KENTUCKY STATUTES: N/A

CITY ORDINANCES: Article 17.02 (Zoning Ordinances)

NUMBER OF MEMBERS: 7

TERMS: 3 years

MEETING SCHEDULE: Third Tuesday of every month, 5:00pm

SALARY: \$50 per meeting, not to exceed \$600 per year

APPOINTMENT AUTHORITY: 6 members appointed by Mayor, with Board of Commissioners approval. 1 member appointed by and from the Frankfort-Franklin County Planning Commission.

QUALIFICATIONS: 1) All members must reside within the corporate limits of the City; 2) Two preservation-related professional members (professions of architecture, history, archaeology, architectural history, planning or related disciplines); 3) Two property owners within any one of three (Special Capital, Special Historic, or Central Business) local historic zone districts; 4) Two members of the construction and/ or land development industry or Board of Realtors or Downtown Frankfort Incorporated; 5) One member of the Frankfort-Franklin County Planning Commission.

SPECIAL APPLICATION REQUIREMENTS: 1) City of Frankfort Boards and Commissions General Application Form; 2) Résumé; 3) Architectural Review Board Affidavit for Qualification for Membership

BOARD OF ZONING ADJUSTMENT

DESCRIPTION: Grants conditional use permits, variances, and nonconforming uses and structures, and may review zoning regulation enforcement decisions.

KENTUCKY STATUTES: KRS 100.217 – 100.271

CITY ORDINANCES: §36.067

NUMBER OF MEMBERS: 7

TERMS: 4 years (ending July 1)

MEETING SCHEDULE: First Tuesday of every month, 5:30pm

SALARY: \$50 per meeting, not to exceed \$600 per year

APPOINTMENT AUTHORITY: 4 appointed by Mayor, with Board of Commissioners approval. 3 appointed by County Judge-Executive, with Fiscal Court approval.

QUALIFICATIONS: 1) Three citizens, freeholders, taxpayers and legal voters of the city; 2) Three citizens, freeholders, taxpayers and legal voters of the county; 3) One citizen, freeholder, taxpayer and legal voter of the city who is nominated by the Planning Commission and not a member of the Planning Commission; 4) Must take oath of office in Section 228 of Kentucky Constitution

SPECIAL APPLICATION REQUIREMENTS: 1) City of Frankfort Boards and Commissions General Application Form; 2) Résumé; 3) Board of Zoning Adjustment Affidavit of Qualification for Membership

CIVIL SERVICE FOR POLICE AND FIRE

DESCRIPTION: Examines applicants for original or promotional appointment in the Police and Fire Departments. Certifies the results of each examination to the City Manager.

KENTUCKY STATUTES: KRS 90.310 – 90.410

CITY ORDINANCES: §40.15

NUMBER OF MEMBERS: 5

TERMS: 3 years (ending last day of February)

MEETING SCHEDULE:

SALARY: \$100 per day for meeting attendance

APPOINTMENT AUTHORITY: Mayor, with Board of Commissioners approval

QUALIFICATIONS: 1) Qualified voter of the city; 2) Resident of city for at least two years prior to appointment; 3) At least 30 years of age; 4) Cannot be related by either blood or marriage to the Mayor or any member of the Board of Commissioners; 5) Must take oath of office in Section 228 of Kentucky Constitution; 6) Cannot become a candidate or be elected or appointed to any public office during Civil Service Board term of office without giving up Civil Service seat

SPECIAL APPLICATION REQUIREMENTS: 1) City of Frankfort Boards and Commissions General Application Form; 2) Résumé; 3) Civil Service for Police and Fire Affidavit of Qualification for Membership

BOARD OF ETHICS

DESCRIPTION: Enforces the City of Frankfort Code of Ethics. Initiates investigations, receives and investigates complaints, holds hearings, issues orders and imposes civil penalties for violations, issues advisory opinions, controls and maintains financial statements.

KENTUCKY STATUTES: KRS 65.003

CITY ORDINANCES: §39.01 – §39.99

NUMBER OF MEMBERS: 5

TERMS: 3 years (ending December 31)

MEETING SCHEDULE: Special meetings as needed

SALARY: N/A

APPOINTMENT AUTHORITY: Mayor, with Board of Commissioners approval

QUALIFICATIONS: 1) Cannot be a candidate for or be elected or appointed to any public office; 2) Cannot be an employee of the city or any city agency; 3) Must be a resident of the city at least one year prior to appointment and throughout the term of office; 4) Chosen based on known and consistent reputation for integrity and their knowledge of local government affairs

SPECIAL APPLICATION REQUIREMENTS: 1) City of Frankfort Boards and Commissions General Application Form; 2) Résumé; 3) Board of Ethics Affidavit of Qualification for Membership

BOARD OF PARKS COMMISSIONERS

DESCRIPTION: Advises the Board of Commissioners on matters of policy and budget pertaining to the operation and conduct of the recreational facilities in the city.

KENTUCKY STATUTES: KRS 97.425 – 97.485

CITY ORDINANCES: §36.146

NUMBER OF MEMBERS: 7 (one of which is Parks Director as ex officio)

TERMS: 4 years (beginning May 1)

MEETING SCHEDULE:

SALARY:

APPOINTMENT AUTHORITY: Mayor, with Board of Commissioners approval

QUALIFICATIONS: 1) Citizen of county; 2) Resident of county; 3) Taxpayer of county; 4) Legal voter of county; 5) At least 18 years of age

SPECIAL APPLICATION REQUIREMENTS: 1) City of Frankfort Boards and Commissions General Application Form; 2) Résumé; 3) Board of Parks Commissioners Affidavit of Qualification for Membership

KENTUCKY CAPITAL DEVELOPMENT

AUTHORITY

DESCRIPTION: Develops and periodically update a strategic plan for economic development; establishes goals and objectives based upon community and professional input; sets policy for operations.

KENTUCKY STATUTES: KRS 154.50-301 – 154.50-350

CITY ORDINANCES: §36.196 – §36.199

NUMBER OF MEMBERS: 6

TERMS: 4 years

MEETING SCHEDULE:

SALARY: N/A

APPOINTMENT AUTHORITY: 3 members appointed by Mayor. 3 members appointed by County Judge Executive.

QUALIFICATIONS: N/A

SPECIAL APPLICATION REQUIREMENTS: 1) City of Frankfort Boards and Commissions General Application Form; 2) Résumé

CODE ENFORCEMENT BOARD

DESCRIPTION: Holds hearings/ appeals of citations to decide if code violations have occurred; issues orders, corrective actions, and remedial fines.

KENTUCKY STATUTES: KRS 65.8801 – 65.8840

CITY ORDINANCES: §36.015 – §36.026

NUMBER OF MEMBERS: 5

TERMS: 3 years

MEETING SCHEDULE: Fourth Tuesday of every month, 5:00pm

SALARY: \$50 per meeting, not to exceed \$600 per year

APPOINTMENT AUTHORITY: Board of Commissioners

QUALIFICATIONS: 1) Reside in the city for at least one year prior to appointment; 2) Reside in the city throughout the term of office; 3) Cannot hold any elected or appointed office; 4) Cannot be a city employee; Must take oath of office in Section 228 of Kentucky Constitution

SPECIAL APPLICATION REQUIREMENTS: 1) City of Frankfort Boards and Commissions General Application Form; 2) Résumé; 3) Code Enforcement Board Affidavit of Qualification for Membership

ELECTRIC AND WATER PLANT BOARD (FPB)

DESCRIPTION: The Frankfort Plant Board supervises, manages and controls the operation, maintenance and extension of the combined electric and water plant for the City of Frankfort. FPB is in charge of furnishing all electric and water service for the city and the service areas. FPB controls all rates, revenue, expenditures, and decisions regarding purchase and sale of energy and related actions.

KENTUCKY STATUTES: KRS 96.171 – 96.188

CITY ORDINANCES: §51.01 – §51.03

NUMBER OF MEMBERS: 5

TERMS: 4 years

MEETING SCHEDULE: Third Tuesday of each month, 5:00pm

SALARY:

APPOINTMENT AUTHORITY: Mayor, with Board of Commissioners approval.

QUALIFICATIONS: 1) Citizen; 2) Taxpayer; 3) Voter; 4) User of electric energy or water; 5) Cannot hold any public office within 2 years prior to appointment; 6) Cannot be related in the third degree to the Mayor or any Commissioner; 7) At time of appointment, cannot be indebted to the city; 8) At time of appointment, cannot be a surety on the official bond of any city officer; 9) Must execute \$5000 bond (paid for by FPB) conditioned upon faithful performance of official duties; 10) Must take oath of office in Section 228 of Kentucky Constitution; 11) Cannot be a candidate or elected or appointed to any public office during the FPB term of office without giving up FPB seat.

SPECIAL APPLICATION REQUIREMENTS: 1) Boards and Commissions General Application; 2) Résumé; 3) Electric and Water Plant Board Affidavit of Qualification For Membership; 4) Authorization for Release of Personal Information

FORESTRY ADVISORY

DESCRIPTION: Studies the city's urban forest; develops a comprehensive urban forest management plan. Advises Public Works and Parks and Recreation. Provides educational opportunities and promotes tree planting.

KENTUCKY STATUTES: N/A

CITY ORDINANCES: §36.160 -- §36.164

NUMBER OF MEMBERS: 7

TERMS: 3 years

MEETING SCHEDULE:

SALARY: N/A

APPOINTMENT AUTHORITY: Mayor, with Board of Commissioners approval.

QUALIFICATIONS: No mandatory qualifications, but guidelines used for appointments include 1) Members of the public interested in trees as a major component of the city's environment (these might be members of civic organizations, garden clubs, electric and other utilities, educational groups, corporate groups and the like); 2) Arborists, ornamental horticulturists, foresters, landscape architects and designers, or those with a technical background in a related field (if available, at least two members of the Board should have a professional background)

SPECIAL APPLICATION REQUIREMENTS: 1) City of Frankfort Boards and Commissions General Application Form; 2) Résumé

FRANKFORT-FRANKLIN COUNTY PLANNING COMMISSION

DESCRIPTION: Holds hearings for zone map amendments, certain development plans and/or subdivisions, modifications to standards, and all projects within a Planned Unit Development.

KENTUCKY STATUTES: KRS 100.133 – 100.182

CITY ORDINANCES: §36.065 – §36.066

NUMBER OF MEMBERS: 11

TERMS: 4 years

MEETING SCHEDULE: Second Thursday of each month, 5:30pm

SALARY: \$75 per month in which attends meeting, not to exceed \$900 per year

APPOINTMENT AUTHORITY: 5 appointed by Mayor, with Board of Commissioners approval. 5 appointed by County Judge Executive, with Fiscal Court approval. 1 appointed by Governor.

QUALIFICATIONS: 1) 8 members must be citizens (4 city appointments/ 4 county appointments); 2) May have two non-citizens (1 city appointment/ 1 county appointment); 3) Must take oath of office in Section 228 of Kentucky Constitution

SPECIAL APPLICATION REQUIREMENTS: 1) City of Frankfort Boards and Commissions General Application Form; 2) Résumé; 3) Planning Commission Affidavit of Qualification for Membership

HOUSING AUTHORITY

DESCRIPTION: Provides adequate and sanitary living quarters for individuals and families of low to moderate income in the City of Frankfort.

KENTUCKY STATUTES: KRS 80.020 – 80.260

CITY ORDINANCES:

NUMBER OF MEMBERS: 4 (plus Mayor or designee as ex officio)

TERMS: 4 years

MEETING SCHEDULE:

SALARY: N/A

APPOINTMENT AUTHORITY: Mayor, with Board of Commissioners approval

QUALIFICATIONS: 1) At least 25 years of age; 2) Resident of the city for at least 1 year preceding the appointment; 3) Cannot be officer or employee of the city; 4) No more than 2 appointees shall be affiliated with the same political party.

SPECIAL APPLICATION REQUIREMENTS: 1) City of Frankfort Boards and Commissions General Application Form; 2) Résumé; 3) Housing Authority Affidavit of Qualification for Membership

TOURIST AND CONVENTION COMMISSION

DESCRIPTION: Promotes and develops tourist and convention activities and facilities in the City of Frankfort and Franklin County.

KENTUCKY STATUTES: KRS 91A.350 – 91A.394

CITY ORDINANCES: §36.125 – §36.133

NUMBER OF MEMBERS: 7

TERMS: 3 years

MEETING SCHEDULE:

SALARY: N/A

APPOINTMENT AUTHORITY: 5 joint appointments by Mayor and County Judge Executive. 1 appointment by Mayor. 1 appointment by County Judge Executive.

QUALIFICATIONS: 1) Citizen in Franklin County; 2) Voter in Franklin County; 3) Two members from a list of not less than four names submitted by the Local City Hotel and Motel Association; 4) One member from a list of not less than two names submitted by the Local County Hotel and Motel Association; 5) One member from a list of not less than two names submitted by the Local Restaurant Association or Associations; 6) One member from a list of not less than two names submitted by the Frankfort-Franklin County Chamber of Commerce.

SPECIAL APPLICATION REQUIREMENTS: 1) City of Frankfort Boards and Commissions General Application Form; 2) Résumé; 3) Tourist and Convention Commission Affidavit of Qualification for Membership

FRANKFORT HUMAN RIGHTS COMMISSION

DESCRIPTION: Receives, initiates, investigates, hears, and determines complaints alleging of violations of ordinances and orders forbidding discrimination adopted by the City of Frankfort.

KENTUCKY STATUTES: KRS 344.300 – 344.350

CITY ORDINANCES: §96.01 – §96.19

NUMBER OF MEMBERS: 7

TERMS: 3 years

MEETING SCHEDULE:

SALARY:

APPOINTMENT AUTHORITY: Mayor, with Board of Commissioners approval

QUALIFICATIONS: 1) Appointed on a nonpartisan basis; 2) Broadly representative of employers, proprietors, religious groups, human rights groups, and the general public

SPECIAL APPLICATION REQUIREMENTS: 1) City of Frankfort Boards and Commissions General Application Form; 2) Résumé

CAPITAL CITY MUSEUM BOARD

DESCRIPTION: Collects, preserves and interprets objects and records related to the City of Frankfort. Presents the history of Frankfort through exhibits, programs, events and educational opportunities.

KENTUCKY STATUTES: Established as non-profit per KRS 273.161

CITY ORDINANCES: NONE (consult Bylaws/ Articles of Incorporation)

NUMBER OF MEMBERS: 11

TERMS: 3 years

MEETING SCHEDULE:

SALARY: N/A

APPOINTMENT AUTHORITY: Members appointed by the Museum Board of Directors

QUALIFICATIONS: N/A (consult Museum Board of Directors)

SPECIAL APPLICATION REQUIREMENTS: NONE. The City of Frankfort created this Board, but does not make appointments. Members do not apply through the city, and should consult the Museum Board of Directors for any applicable requirements.

FRANKLIN COUNTY HUMANE SOCIETY

DESCRIPTION: Oversees the animal shelter and adoptions. Contracts with the City of Frankfort and Franklin County for animal control services.

KENTUCKY STATUTES: N/A

CITY ORDINANCES: NONE (consult Bylaws)

NUMBER OF MEMBERS: 9, plus a city and a county ex officio member

TERMS: Consult Bylaws

MEETING SCHEDULE:

SALARY:

APPOINTMENT AUTHORITY: One ex officio member appointed by Board of Commissioners.

QUALIFICATIONS: N/A for city ex officio member

SPECIAL APPLICATION REQUIREMENTS: 1) City of Frankfort Boards and Commissions General Application Form; 2) Résumé

LANDSCAPE COMMITTEE

DESCRIPTION: Reviews requests for variances from landscape requirements; makes recommendations to Board of Adjustment.

KENTUCKY STATUTES: N/A

CITY ORDINANCES: Article 7.09.3 (zoning regulations)

NUMBER OF MEMBERS: 7

TERMS: 3 years

MEETING SCHEDULE:

SALARY:

APPOINTMENT AUTHORITY: Frankfort-Franklin County Planning Commission

QUALIFICATIONS: 1) One representative of the nursery or horticultural profession; 2) One representative from the Board of Adjustment; 3) One representative of the real estate/building profession; 4) One representative of a garden club; 5) One representative from the Planning Commission; 6) Two at-large citizen members

SPECIAL APPLICATION REQUIREMENTS: NONE. The City of Frankfort does not make appointments to this committee. Consult the Planning Commission.

SUBDIVISION UPDATE COMMITTEE

DESCRIPTION:

KENTUCKY STATUTES:

CITY ORDINANCES:

NUMBER OF MEMBERS:

TERMS:

MEETING SCHEDULE:

SALARY:

APPOINTMENT AUTHORITY:

QUALIFICATIONS:

SPECIAL APPLICATION REQUIREMENTS:

ZONING UPDATE COMMITTEE

DESCRIPTION:

KENTUCKY STATUTES:

CITY ORDINANCES:

NUMBER OF MEMBERS:

TERMS:

MEETING SCHEDULE:

SALARY:

APPOINTMENT AUTHORITY:

QUALIFICATIONS:

SPECIAL APPLICATION REQUIREMENTS:

FORMS

City of Frankfort Boards and Commissions General Application Form.....

City of Frankfort Authorization for Release of Personal Information.....

Architectural Review Board Affidavit of Qualification for Membership.....

Board of Zoning Adjustment Affidavit of Qualification for Membership.....

Civil Service for Police & Fire Affidavit of Qualification for Membership.....

Board of Ethics Affidavit of Qualification for Membership.....

Board of Parks Commissioners Affidavit of Qualification for Membership.....

Code Enforcement Board Affidavit of Qualification for Membership.....

Electric and Water Plant Board Affidavit of Qualification for Membership.....

Planning Commission Affidavit of Qualification for Membership.....

Housing Authority Affidavit of Qualification for Membership.....

Tourist and Convention Commission Affidavit of Qualification for Membership.....

**CITY OF FRANKFORT, KENTUCKY
BOARDS AND COMMISSIONS
GENERAL APPLICATION**

Thank you for your interest! Individuals serving on boards and commissions play an important role in advising the City of Frankfort Board of Commissioners (BOC) on matters of interest to our community and its future.

The City Clerk's Office, City Hall, 315 West Second Street, Frankfort, KY accepts applications for any board and/or commission at any time, and the application stays active for one year from the date of receipt in the Clerk's Office. ***If you have not been appointed to a board within one year from the date of receipt, please reapply.***

If you are being considered for an appointment, you may be asked to appear at a Board of Commissioners meeting to introduce yourself to the BOC, explain why you would like to be appointed, and answer any questions the BOC may have for you. You will be advised in advance of the date, time and location of the meeting. If you are appointed to a city board, you will receive official notification and orientation information by mail.

PLEASE NOTE: There are additional requirements that must be met to serve on certain boards. Please ask the City Clerk if there are additional forms that must be completed and attach them to this application.

Please make sure you attach a copy of your résumé to this application.

DATE: _____

BOARD/ COMMISSION APPLYING FOR:

ARE YOU APPLYING FOR A BOARD/ COMMISSION THAT REQUIRES SUBMISSION OF ADDITIONAL FORM(S)?

___ NO

___ YES, and I have completed the required additional form(s) as provided by the City Clerk and attached them to this application.

NAME: _____

ADDRESS: Street: _____ City: _____ State: _____

Zip: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

BUSINESS NAME: _____

BUSINESSADDRESS:

BUSINESS PHONE: _____

OCCUPATION/ JOB TITLE: _____

EXPERIENCE AND/ OR EDUCATION WHICH QUALIFIES YOU FOR THIS BOARD/COMMISSION (may attach Résumé or additional pages):

REASON FOR APPLYING (may attach additional pages):

REFERENCES:

- 1) NAME: _____
CONTACT INFORMATION: _____
RELATIONSHIP TO APPLICANT: _____
- 2) NAME: _____
CONTACT INFORMATION: _____
RELATIONSHIP TO APPLICANT: _____

NOTE: Specific attention should be directed to possible conflict of interest. For further clarification, please contact the City Clerk for direction to the appropriate staff member who can assist you.

Are you currently serving on a city board or commission? ___ YES ___ NO

If yes, which? _____

Have you served on a city board or commission before? ___ YES ___ NO

If yes, which? _____

SIGNATURE: _____

For questions, please contact the Frankfort City Clerk at 502-875-8500.

**CITY OF FRANKFORT ARCHITECTURAL REVIEW BOARD
AFFIDAVIT OF QUALIFICATION FOR MEMBERSHIP**

I, _____, hereby certify that I understand and have met or will meet before assuming my duties, the following qualifications to be appointed as a member of the Architectural Review Board of the City of Frankfort, Kentucky:

1. I reside within the corporate limits of the City of Frankfort; and
2. I meet one or more of the following requirements (please indicate):

____ I am a preservation-related professional (profession of architecture, history, archaeology, architectural history, planning or related disciplines)

____ I own property within one of the following local historic zone districts: Special Capital, Special Historic, or Central Business

____ I am a member of the construction and/ or land development industry, Board of Realtors, or Downtown Frankfort Incorporated

____ I am a member of the Frankfort-Franklin County Planning Commission

Signature

Date

STATE OF KENTUCKY
COUNTY OF _____

Subscribed, sworn to, and acknowledged before me by _____, this _____ day of _____, 20__.

My commission expires: _____

Notary Public, State at Large

**CITY OF FRANKFORT BOARD OF ZONING ADJUSTMENT
AFFIDAVIT OF QUALIFICATION FOR MEMBERSHIP**

I, _____, hereby certify that I understand and have met or will meet before assuming my duties, the following qualifications to be appointed as a member of the Board of Zoning Adjustment of the City of Frankfort, Kentucky:

1. I am a citizen, freeholder, taxpayer and legal voter of the City of Frankfort; and
2. I have taken the oath of office in Section 228 of Kentucky Constitution.

Signature

Date

STATE OF KENTUCKY
COUNTY OF _____

Subscribed, sworn to, and acknowledged before me by _____, this _____ day of _____, 20____.

My commission expires: _____

Notary Public, State at Large

**CITY OF FRANKFORT CIVIL SERVICE FOR POLICE AND FIRE
AFFIDAVIT OF QUALIFICATION FOR MEMBERSHIP**

I, _____, hereby certify that I understand and have met or will meet before assuming my duties, the following qualifications to be appointed as a member of the Civil Service Board for Police and Fire of the City of Frankfort, Kentucky:

1. I am a qualified voter of the City of Frankfort;
2. I have been a resident of the City for at least two years prior to appointment;
3. I am at least 30 years of age;
4. I am not related by either blood or marriage to the Mayor or any member of the Board of Commissioners;
5. I am not a candidate for public office or elected or appointed to public office; and
6. I have taken the oath of office in Section 228 of Kentucky Constitution.

Signature

Date

STATE OF KENTUCKY
COUNTY OF _____

Subscribed, sworn to, and acknowledged before me by _____, this _____ day of _____, 20____.

My commission expires: _____

Notary Public, State at Large

**CITY OF FRANKFORT BOARD OF ETHICS
AFFIDAVIT OF QUALIFICATION FOR MEMBERSHIP**

I, _____, hereby certify that I understand and have met or will meet before assuming my duties, the following qualifications to be appointed as a member of the Board of Ethics of the City of Frankfort, Kentucky:

1. I am not a candidate for public office or elected or appointed to any public office;
2. I am not an employee of the City of Frankfort or any City agency; and
3. I am a resident of the City of Frankfort, and have been so for at least one year prior to appointment.

Signature

Date

STATE OF KENTUCKY
COUNTY OF _____

Subscribed, sworn to, and acknowledged before me by _____, this _____ day of _____, 20__.

My commission expires: _____

Notary Public, State at Large

**CITY OF FRANKFORT BOARD OF PARKS COMMISSIONERS
AFFIDAVIT OF QUALIFICATION FOR MEMBERSHIP**

I, _____, hereby certify that I understand and have met or will meet before assuming my duties, the following qualifications to be appointed as a member of the Board of Parks Commissioners of the City of Frankfort, Kentucky:

- 3. I am a citizen, resident, taxpayer and legal voter of Franklin County, Kentucky; and
- 4. I am at least 18 years of age.

Signature

Date

STATE OF KENTUCKY
COUNTY OF _____

Subscribed, sworn to, and acknowledged before me by _____, this _____ day of _____, 20____.

My commission expires: _____

Notary Public, State at Large

**CITY OF FRANKFORT CODE ENFORCEMENT BOARD
AFFIDAVIT OF QUALIFICATION FOR MEMBERSHIP**

I, _____, hereby certify that I understand and have met or will meet before assuming my duties, the following qualifications to be appointed as a member of the Code Enforcement Board of the City of Frankfort, Kentucky:

5. I am a resident of the City of Frankfort and have been so for at least one year prior to appointment;
6. I do not hold any elected or appointed office;
7. I am not a City employee; and
8. I have taken the oath of office in Section 228 of Kentucky Constitution.

Signature

Date

STATE OF KENTUCKY
COUNTY OF _____

Subscribed, sworn to, and acknowledged before me by _____, this _____ day of _____, 20__.

My commission expires: _____

Notary Public, State at Large

**CITY OF FRANKFORT ELECTRIC AND WATER PLANT BOARD
AFFIDAVIT OF QUALIFICATION FOR MEMBERSHIP**

I, _____, hereby certify that I understand and have met or will meet before assuming my duties, the following qualifications to be appointed as a member of the Electric and Water Plant Board of the City of Frankfort, Kentucky:

1. I am a citizen, taxpayer, voter, and user of electric energy or water in the City of Frankfort, Kentucky, or the service area of the Electric and Water Plant Board;
2. I shall not at the time of my appointment be indebted to the City either directly or indirectly or be surety on the official bond of any officer of the City;
3. I have not, within two (2) years before my appointment, held any public office;
4. I am not related within the third degree to the mayor or any member of the City Board of Commissioners;
5. I shall execute a bond in the amount required by City ordinance, conditioned upon the faithful performance of my official duties; and
6. I shall take the oath of office required by Section 228 of the Kentucky Constitution.

Signature

Date

STATE OF KENTUCKY
COUNTY OF _____

Subscribed, sworn to, and acknowledged before me by _____, this _____ day of _____, 20__.

My commission expires: _____

Notary Public, State at Large

**FRANKFORT-FRANKLIN COUNTY PLANNING COMMISSION
AFFIDAVIT OF QUALIFICATION FOR MEMBERSHIP**

I, _____, hereby certify that I understand and have met or will meet before assuming my duties, the following qualifications to be appointed as a member of the Frankfort-Franklin County Planning Commission:

- 9. I am a citizen of the City of Frankfort, unless I have been specifically notified that I am serving in the non-citizen seat appointed by the City of Frankfort;
- 10. I have taken the oath of office in Section 228 of the Kentucky Constitution.

Signature

Date

STATE OF KENTUCKY
COUNTY OF _____

Subscribed, sworn to, and acknowledged before me by _____, this _____ day of _____, 20____.

My commission expires: _____

Notary Public, State at Large

**CITY OF FRANKFORT HOUSING AUTHORITY
AFFIDAVIT OF QUALIFICATION FOR MEMBERSHIP**

I, _____, hereby certify that I understand and have met or will meet before assuming my duties, the following qualifications to be appointed as a member of the Housing Authority of the City of Frankfort, Kentucky:

- 11. I am at least 25 years of age;
- 12. I am not an officer or employee of the City of Frankfort; and
- 13. I am a resident of the City of Frankfort, and have been so for at least one year prior to appointment.

Signature

Date

STATE OF KENTUCKY
COUNTY OF _____

Subscribed, sworn to, and acknowledged before me by _____, this _____ day of _____, 20__.

My commission expires: _____

Notary Public, State at Large

**CITY OF FRANKFORT TOURIST AND CONVENTION COMMISSION
AFFIDAVIT OF QUALIFICATION FOR MEMBERSHIP**

I, _____, hereby certify that I understand and have met or will meet before assuming my duties, the following qualifications to be appointed as a member of the Tourist and Convention Commission of the City of Frankfort, Kentucky:

- 14. I am a citizen of Franklin County, Kentucky; and
- 15. I am a voter in Franklin County, Kentucky.

Signature

Date

STATE OF KENTUCKY
COUNTY OF _____

Subscribed, sworn to, and acknowledged before me by _____, this _____ day of _____, 20____.

My commission expires: _____

Notary Public, State at Large

RESOURCES

Helpful Websites.....

Oath of Office.....

Your Duty Under the Law.....

Managing Government Records.....

Proof of Receipt of Open Meetings/ Open Records Documents.....

City of Frankfort Order No. 7, 2017 Series for Boards & Commissions.....

HELPFUL WEBSITES

Board Websites

City of Frankfort

<http://www.frankfort.ky.gov/index.html>

<https://www.frankfortpbc.org/>

Franklin County

<https://franklincounty.ky.gov/Pages/default.aspx>

Oath of Office

<http://www.lrc.ky.gov/legresou/constitu/228.htm>

Open Records and Open Meetings

<https://ag.ky.gov/civil/civil-enviro/orom/Documents/YourDutyUndertheLaw.pdf>

<https://ag.ky.gov/civil/civil-enviro/orom/Documents/ManagingGovernmentRecordsFinal.pdf>

<https://ag.ky.gov/civil/civil-enviro/orom/Documents/proofofreceipt.pdf>

Ordinances

<http://www.frankfort.ky.gov/Resources/City-Ordinances/city-ordinances.html>

<https://franklincounty.ky.gov/Pages/ordinances.aspx>

Parliamentary Procedure

<http://www.rulesonline.com/>

Statutes (Kentucky)

<http://www.lrc.ky.gov/Statutes/index.aspx>

OATH OF OFFICE

SECTION 228, KENTUCKY CONSTITUTION

I do solemnly swear (or affirm, as the case may be) that I will support the Constitution of the United States and the Constitution of this Commonwealth, and be faithful and true to the Commonwealth of Kentucky so long as I continue a citizen thereof, and that I will faithfully execute, to the best of my ability, the office of [insert title of office] according to law; and I do further solemnly swear (or affirm) that since the adoption of the present Constitution, I, being a citizen of this State, have not fought a duel with deadly weapons within this State nor out of it, nor have I sent or accepted a challenge to fight a duel with deadly weapons, nor have I acted as second in carrying a challenge, nor aided or assisted any person thus offending, so help me God.