

# AGENDA

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# **A G E N D A**

## **Special Called Meeting**

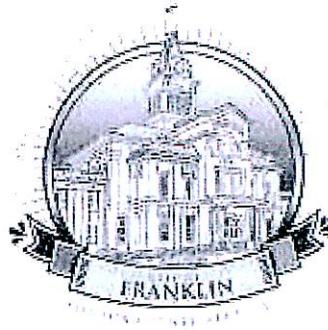
### **Franklin City Commission and Simpson County Fiscal Court**

**Thursday, January 31, 2019  
12:00 Noon**

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

- I. Call to Order and Roll Call**
- II. Opening Prayer** - Mayor Larry Dixon
- III. Pledge of Allegiance** – County Judge Executive Mason Barnes
- IV. Reports**
  - Mayor and City Commissioners
  - County Judge Executive and County Magistrates
  - City Manager, City Attorney, County Attorney
- V. Regular Business**
  - Discussion and/or possible action regarding City/County Garbage Collection Contracts
  - Discussion and/or possible action regarding Approval of Job Description for F-S Planning & Zoning Administrator
- VI. Executive Session**

PERSONNEL – Discussions or hearings which might lead to the appointment, discipline, or dismissal of an individual employee or member {KRS 61.810(1)(f)}
- VII. Other City Commission or Fiscal Court Business**
  - Discussion and/or possible action regarding Hiring Electrical Inspector
- VIII. Adjournment**



## MEMO

TO: Franklin City Commission and Simpson County Fiscal Court  
FROM: City Manager Kenton Powell  
DATE: January 29<sup>th</sup> 2019  
SUBJECT: Scott Waste Services LLC, possible opportunity

Scott Waste Services has a contract with the City and County for the collection and transfer of garbage. Both City and County contracts are written separately. The terms of the contracts expire at different times. There may be an opportunity to renegotiate both contracts collectively. Often times there's a synergy when dealing with a greater volume which could benefit both parties, the City and County.

I would like to discuss this opportunity to explore this initiative with both governmental bodies on Thursday, January 31<sup>st</sup>.

### **Proposed Motion:**

Recommend the City Manager Kenton Powell, Financial Director Shaunna Cornwell, Judge Executive Mason Barnes and Financial Officer Nicole Law to explore the feasibility and opportunity to combine garbage collection services and report back to the next Joint Meeting scheduled on March 5<sup>th</sup>, 2019 and advise direction.

# REGULAR BUSINESS

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## MEMO

TO: Franklin City Commission and Simpson County Fiscal Court  
FROM: City Manager Kenton Powell  
DATE: January 29<sup>th</sup> 2019  
SUBJECT: Job Description for F-S Planning & Zoning Administrator

Please review the Job Description for F-S Planning & Zoning Administrator on the following page and discuss during Thursday's Joint Meeting.

**Proposed Motion:**

Advertise and interview for F-S Planning & Zoning Administrator and make a recommendation to hire at the next Joint Meeting, scheduled for March 5<sup>th</sup> 2019.

## Planning & Zoning Office Manager

### Job Description

The P&Z Office Manager will organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency and safety. The P&Z Office Manager is responsible for developing intra-office communication, streamlining administrative procedures, office staff supervision and task delegation.

### Responsibilities:

- Organize and schedule meetings, inspections, and appointments
- Organize office operations and procedures
- Manage relationships with contractors and citizens of Simpson County or surrounding areas
- Responsible for managing office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are designed, and that clerical functions are properly assigned
- Ensure that results are measured against standards (Franklin-Simpson County Zoning Regulations), and make necessary changes when required
- Allocate tasks and assignments to subordinates and monitor their performance
- Assign and monitor administrative and clerical responsibilities and tasks among office staff
- Perform review and analysis of special projects and keep the management properly informed
- Determine current trends and provide a review to both City and County Governments
- Ensure top performance of office staff by providing them adequate coaching and guidance
- Remain updated on technical and professional knowledge by attending educational workshops, joining professional associations, building networks with fellow professionals and reviewing of industry publications
- Responsible for developing standards and promoting activities that enhance operational procedures
- Allocate available resources to enable successful task performance
- Coordinate office staff activities to ensure maximum efficiency
- Evaluate and manage staff performance, per Simpson County Personnel Policy manual
- Coach, mentor and discipline office staff
- Ensure filing systems are maintained and current
- Establish and monitor procedures for record keeping
- Ensure security, integrity and confidentiality of data
- Design and implement office policies and procedures
- Analyze and monitor internal processes
- Implement procedural and policy changes to improve operational efficiency
- Handle contractors/citizens inquiries and complaints