

2022 Annual Report

THE CITY OF
FRANKFORT



Presented by
Mayor Judith Sheets



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A Note from Mayor Judith Sheets

I am grateful to serve as Mayor of the City of Frankfort and believe that the strength of our community lies in our ability to work together. My team and I have worked to serve you, the citizens of Frankfort, and to enrich the community through public safety, community events, and championing organizations and local businesses.

This year we launched our user-friendly Frankfort Connect App. It has been a great resource for residents to be able to know what is going on in Frankfort without being on social media. This year we also coordinated community meetings to connect one-on-one with you, our community members. Bridging the gap in communication not only helps us serve our community better but also lets me know what areas or topics are important to you.

Public safety with our Police and Fire Departments was restructured in 2022. Both departments received numerous hours of training so they can not only keep themselves safe but keep everyone working around them safe. We have worked on maintaining the Fire Stations so they can be around for years to come with over \$300,000 in renovations and updates. Frankfort Police Department is looking forward to moving into its new Headquarters building this year. I believe with all updates in both of these departments we will be to keep our city and residents safe.

Through team efforts with the State of Indiana grants, we have been able to build up our infrastructure with over \$2 million worth of paving in 2022. We were able to complete Washington Avenue Phase 2 and completely change the gateway connectivity with sidewalks, approaches, and curbs on the northeast side of Frankfort.

We have dedicated more funds to the Frankfort Parks and Recreation over the past couple of years, and I believe we have built a stronger park system that benefits the quality of life for you. We have a place for families and friends to gather in downtown Frankfort and listen to entertainment and we have embraced our local artists and musicians.

With all of these efforts over the past several months, we have seen engaging excitement around Frankfort. We have created a buzz of topics that are happening in our community and we notice it every day in our Building Services Department. They are working around the clock with permits and new Certificates of Occupancy for new businesses as well as calls coming in asking about available space.

I am excited for the City of Frankfort in 2023. My team and I have big plans and projects that will be coming to fruition over the next year. Thank you for allowing me to serve this great city, a place that I call home.

Mayor Judith Sheets

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Meet Our Team



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Fire Headquarters: 201 South Clay Street, Frankfort, IN 46041



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CHIEF OF THE FRANKFORT POLICE DEPARTMENT

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JASON FORSYTHE

STREET SUPERINTENDENT

INTERIM PARKS & RECREATION DEPARTMENT SUPERINTENDENT

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Street Dept Phone: 765.659.2912

Street Dept Office: 905 Burlington Avenue, Frankfort IN 46041

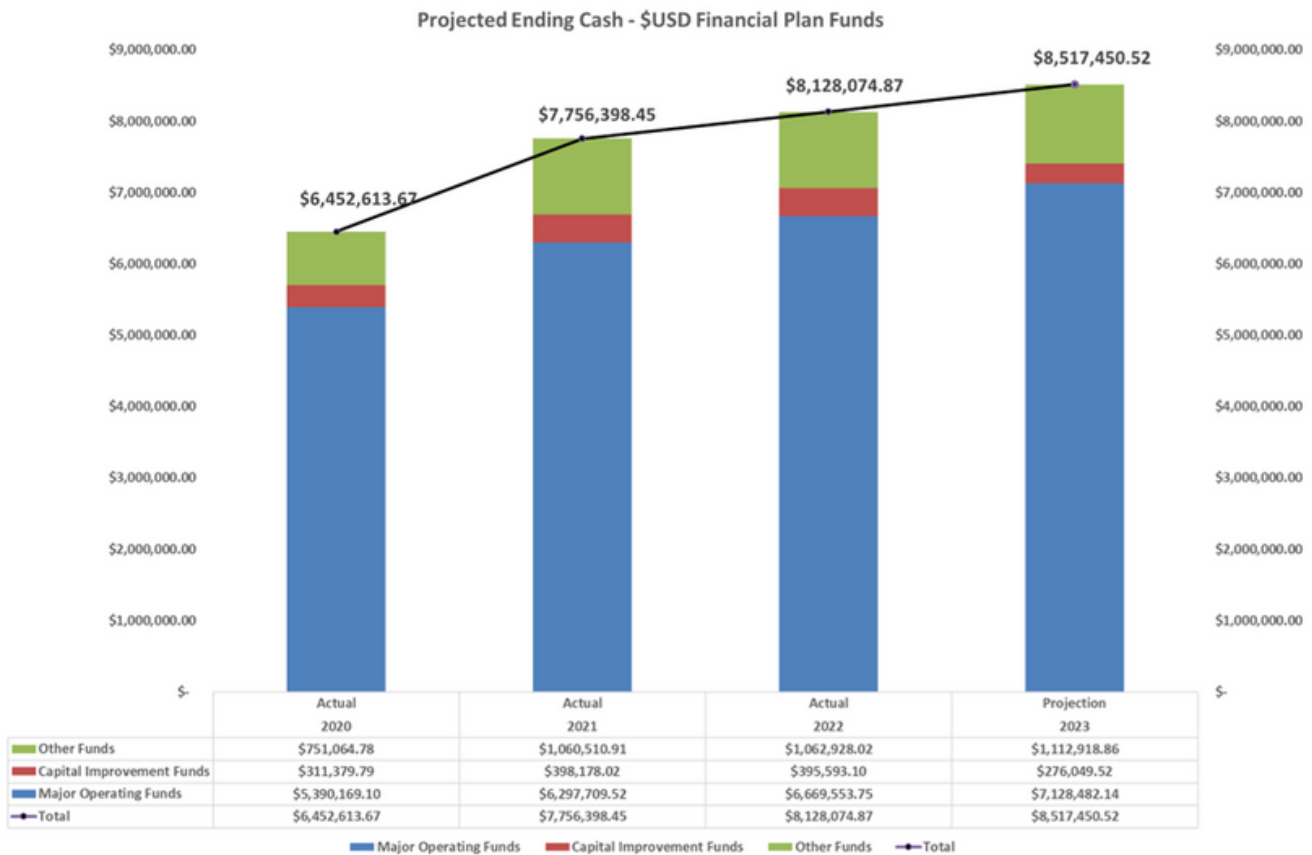
Parks Phone Number: 765.659.3422

Parks Office: 1 Adrian Marks Drive, Frankfort IN 46041



City of Frankfort Financial Health

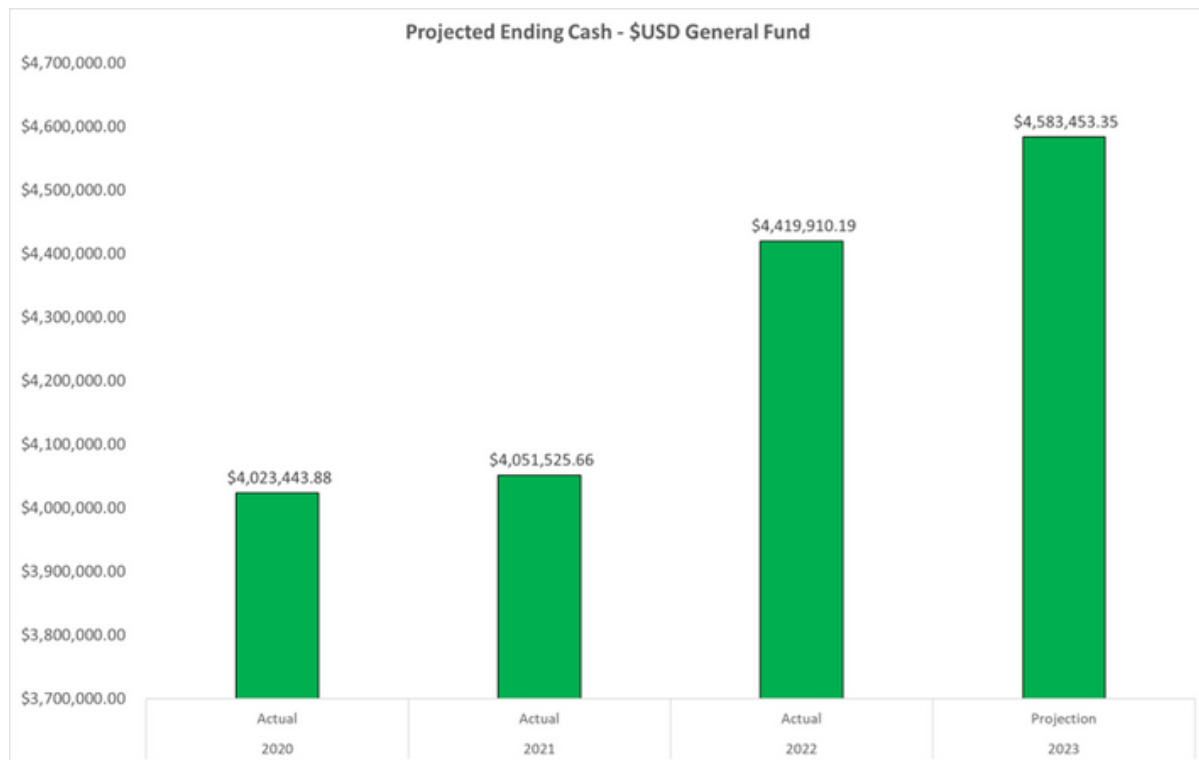
- Financial Recap
 - The following represents the financial goals for the City of Frankfort and the status of each goal as of year-end 2022.
- Capital
 - Goal = Fund 100% of Capital Requested
 - Status = The City's Capital Improvement Plan is funding over \$14.4M in capital over a six-year period (2023-2028). All capital requests are funded as of year-end 2022.
- Cash Reserves
 - Goal = 180 Days
 - Status = The City ended the year with 162 days of cash on hand. The Plan is moving in the right direction by growing cash reserves from 128 days in 2019 to 162 days in 2022. The City's major operating funds have 154 days of cash reserves. Overall, the funds tracked within the financial plan grew approximately \$370K in 2022.



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City of Frankfort Financial Health

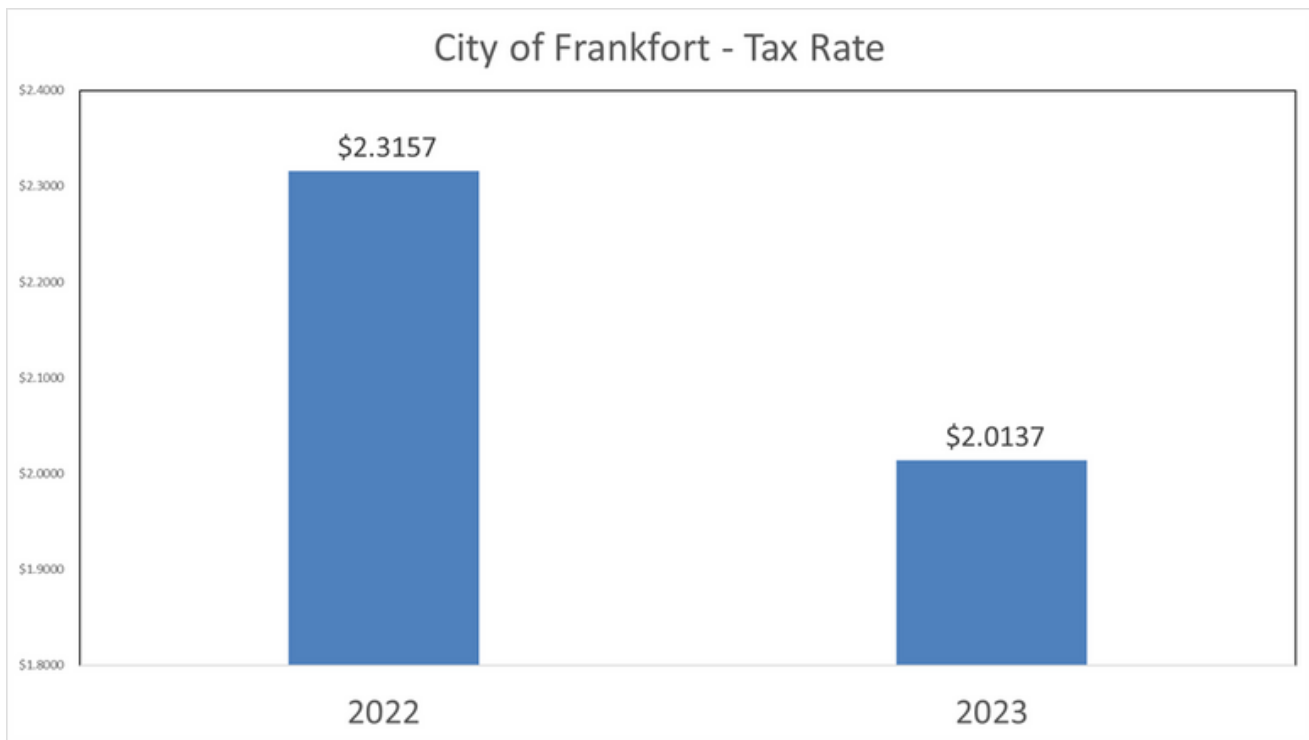
- Budget
 - Goal = Budget = Projected Revenues
 - Status = The City's goal for Budget moving forward is to be able to budget based on ensuing year projected revenues. To achieve this goal, the City must continue to allow Revenue growth to outpace Budget growth. Once this goal is achieved, all unused appropriations will result in cash growth for the City.
- For reference:
 - 2022 Revenues = \$18.6M
 - 2022 Budget = \$18.9M
- The City managed its budget throughout the year and was able to grow cash even though the initial budget was more than projected revenues. This was a result of unused appropriation, described next.



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- General Fund Unused Appropriation
 - Goal = 0% Unused Appropriation
 - Status = General Fund Unused Appropriations for year-end 2022 were 5%. As a result, the City's General Fund was able to surplus \$368K.
- For reference:
 - Unused Appropriations
 - 2020 = 2%
 - 2021 = 4.4%
 - 2022 = 5.0%

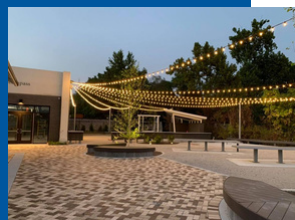
- Restrictions
 - Having a Financial Plan is essential for the City to track progress in a very difficult fiscal environment. The City has overcome many difficult hurdles by having a Financial Plan in place and following it thoroughly. The City is faced with a high circuit breaker rate (25% in 2022). Budgeting becomes very difficult when 25% of property taxes are not collected. This equates to approximately \$2.5 million in uncollected property tax revenue. Even through these revenue restrictions, the City has shown fiscal responsibility through proper fund management which has allowed the City to grow its General Fund cash balance by approximately \$1.1 million since of 2020.
- Final Thoughts
 - In the midst of all the planning restraints (i.e., circuit breaker, revenue constraints, etc.) the City faces, the City has been able to fully fund growth in its essential services including raises to all employees, health insurance increases, and continued inflationary costs. The City has also been able to fully fund its Capital Improvement Plan within its current revenue structure. On a positive note, AV increased 21% in 2023 which has lowered the City's tax rate for 2023 (see below).



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Community Development & Outreach



- Social Media (All Platforms)
- Video Production: Live streamed over 70 meetings
- Connect Frankfort App – Launched November of 2022 with over 600 downloads
- Community Involvement:
 - Collaborated with Frankfort Main Street on downtown projects
 - Attended the TPA Park Aquatic Center and new Police Department Headquarters Groundbreaking Ceremonies
- Fundraised over \$10,000 for Community Events
- Coordinated the Frankfort Hispanic Heritage Festival – A Tribute to Our Ancestors
- Collaborated with United Way to raise over \$32,880.00 for the 2022 Campaign
- Attended numerous Ribbon Cuttings with the Clinton County Chamber of Commerce
- Launched New Outreach Events with Mayor and Department Heads
 - Monthly Coffee & Conversations
 - Monthly City Night Outs/Ice Cream Socials
- Launched New Community Monthly Event at Prairie Creek Park
 - Downtown TuneNight with local artists and musicians & Food truck event
 - Coordinated Open Mic Nights
- Redevelopment Commission funded over \$17,000 toward façade grants in the Downtown Historic District. The RDV funded \$100,000 in funding from the Economic Development Plan at Prairie Creek Park.
- Goals for 2023:
 - Revitalize Veterans Park, including an Urban Train to connect Prairie Creek Park, Ellis Alley, and Veterans Park as a Arts/Cultural District
 - Downtown Projects including murals, parking solutions, EV charging stations
 - New Events at Prairie Creek Park
 - Small Business Packets – Welcome Home
 - Readily available bilingual material
 - Develop marketing material with city amenities



Building Services

Certificates of Occupancy Granted in 2022

- Simple Thyme Antiques
- Johnston & Johnston New & Used
- Rosie Grace Boutique
- Back Porch Salon
- Munoz Auto Sales
- Nunez Auto Sales & Service, Cars Clinic
- C&R Catering LLC
- Papa Johns
- Bankable Development
- Navarrete Auto Sales
- The Main Event
- Gold N Tattoos
- Salon PS Indiana LLC (within Wesley Manor)
- Peddler's Alley

- Our Office has 128.5 hours of training through IABO (inspections), MS4, and DNR Training
- 2021 50/50 Sidewalk Program
 - 14 sidewalks installed
 - \$21,053.45 paid by City \$22,230.73 paid by owners, Total: \$43,284.18
- 2022 50/50 Sidewalk Program
 - 23 sidewalks installed
 - \$39,736.98 paid by City \$40,870.02 paid by owners, total: \$80,607.00
- Permits
 - 2020 - 886
 - 2021 - 903
 - 2022 - 843
- Goals for 2023:
 - Complete the scanning of plans in the archive room to computer files
 - Continue Education program from IABO on building inspections and general administrative rules
 - Pass the UDO's - Unified Development Ordinance



Frankfort Fire Department

Incidents:

- Fires: 76
- EMS/Rescues: 954
- Hazardous Materials: 72
- Service Calls: 144
- Special Incidents: 568
- Other: 131

Training:

- Number of classes at FFD: 111
- Offsite classes: 3
- Total Student Hours by Initiative
 - Building Tours: 74
 - Confined Space: 137
 - EMS: 847
 - Engine 1: 4
 - Extrication: 303
 - Firefighting: 740
 - Hazmat: 281
 - Ice Water Rescue: 44
 - Rope Rescue: 370
 - Total Classroom Hours: 397
 - Total Student Hours: 2800 (an increase of 32% from 2021)

Goals for 2023:

- Increase Training in-house and out
- Plan and construct a self-contained decon trailer
- Continue to improve stations (admin windows, kitchen upgrade and remodel, etc)
- Increase facility tours
- Upgrade Station 3 parking area
- Increase life safety inspections
- Upgrade hand lights on engines to LED
- Plan new fire station to determine a location west of 450 West
- Place order on a minimum of 1 Quint and 1 Engine



Frankfort Fire Department

Renovation & Restoration Accomplishments for 2022

- Headquarters: \$120,300
 - Building 256 Roof Installed
 - Repaired 256 Exterior Wall
 - New front windows for Building 257
 - New carpet throughout Building 257
 - Remodeled Chief/Deputy Chief Bathroom
 - Repaired existing roof leak at 257
 - Replaced Building 201 Roof
 - Upgraded computers and iPads
 - Repaired plymovent ventilation system
 - Repaired and upgraded Battalion Chief/Captain's Office and bedroom
 - Started renovations on kitchen and living room area with removal of an interior wall
 - Repaired Engine 1
 - Repaired Ladder 1
 - Installed a security locking system for main entrance
 - Upgraded expired hazmat equipment including level "A" suits and testing equipment
 - Re-organized equipment to become more efficient with the resources we already had (Command Truck & Investigator vehicle)
 - Purchased upgraded camera for investigators
 - Repair of generator
- Station 2: \$35,000
 - New generator
 - New shed
 - Upgraded electrical wiring
 - Fixed foundation leak
 - Put in new patio
- Items on All Apparatus and/or Stations: \$57,000
 - Seal coating and line striping
 - Upgraded to battery-powered Milwaukee tools
 - New thermal imaging cameras
 - New nozzles and appliances of various sizes
 - Installed gear dryers
 - Upgraded to electric ventilation fans
- Training: \$6,500
- Station 3: \$84,000
 - New generator
 - New roof
 - Replaced and redid sump pump to help with drainage on leaky basement perimeter drain
 - Repaired and overhauled Engine 3
 - New Hurst battery powered extrication tools



\$302,800



Frankfort Police Department



New Building- Broke ground on a new 24,000 square foot modern police department. This \$9.5 million project will be complete in Fall 2023. It is the first building constructed as a police department in our city's history.

Retired K9 Care Fund- We set up a fund that reimburses police officers of retired K9's up to \$1,000 after the K9 retires from FPD.

Citizen's Police Academy- Held the first ever mini police academy that was given in English and Spanish.

Homeless/Mental Health Initiatives- Our city experienced an increase in homeless residents in 2022. We partnered with Center Township Trustee's Office and Healthy Communities to provide one-on-one conversations with homeless residents. Our main goal was to make the individuals aware of services in our community. We also now refer individuals to Healthy Communities who we believe are in need of services that they can provide. All staff was trained by members of Healthy Communities and we have seen success with this program.



New Handgun- Upgraded our duty handgun from a .40 caliber Sig to a .9mm Sig. We had used the .40 caliber for over twenty years. Our firearms staff researched several different handguns before we made our selection. All handguns were equipped with red dot sights.

Grants-

- Edward Byrne JAG grant from the Indiana Criminal Justice Institute in the amount of \$26,217 for portable radios.
- United Way Crisis/Hostage Negotiator Training in the amount of \$5,750.
- Department of Justice COPS Hiring Grant in the amount of \$175,000.
- Comprehensive Highway Safety grant from the Indiana Criminal Justice \$14,896



Frankfort Police Department



Training- We increased our training staff to eight instructors. Our annual training hours were 4,099.5 in 2022.

- Graduated the second FPD officer to attend Northwestern University's Police Staff and Command School.
- Increased our Crisis/Hostage Negotiators from one to six officers.
- Received a Gold Award from Lexipol, LLC. For our commitment to training and policy management.
- The Clinton County Prosecutor provided funding of \$8,000 to purchase new simunitions for our handguns and rifles. This purchase allows our officers to train under almost realistic conditions using our handguns and rifles outfitted with rounds filled with paint.
- We partnered with Clinton County EMS to provide all officers with bag-valve-masks (BVM). This allows for officers to provide atmospheric oxygenated air immediately after using Narcan at an overdose scene.
- Received communication boards from Autism Society of Indiana. Officers were trained on using the boards to assist the those who may be non-verbal.
- Hosted officers from Indiana in conjunction with the Indiana Law Enforcement Academy to train officers on best practices to be instructors of police officers at their respective departments.
- All officers traveled to the Indiana Law Enforcement Academy's driving track to train in Emergency Vehicle Operations. This is the first time that our department has made this trip and completed the training on a large course.
- Half of our department attended Cultural Awareness Training sponsored by the Purdue Extension Office. When held again, the remainder will attend.

Frankfort Police Department



School Safety- Two FPD Officers attended Police Response to Active Shooter Training in Pennsylvania. They are now nationally recognized instructors.

- Signed a new memorandum with Community Schools of Frankfort to ensure all elementary school buildings have a full-time school resource officer through 2025 at the City of Frankfort's expense. This agreement also ended any officer leaving the building for any reason without a replacement during school hours. FPD no longer serves attendance letters during school hours.
- School Resource Officers Schilling and Hession attended A.L.I.C.E. training during summer 2022. This program teaches students how to respond during active threats in the buildings.
- Our Special Operations Division studied all school safety plans and worked with Community Schools of Frankfort to ensure best practices when an active threat is at a school building. Working with the schools, we made suggestions to change reunification locations that are farther away from the school affected school building.
- Using the FBI's threat assessment model, we created a threat assessment guide for patrol and school officials. This assessment guide helps determine what steps need to be taken based on the type of threat. This is the first time FPD and CSF are on the same page when a threat is received.

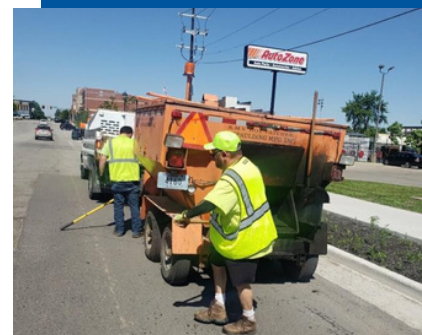
Department Events-

- Promotions- Zach Nichols and Mitchell Cottrell were promoted to Sergeant. Eric Booth and Joshua Danner were promoted to the rank of Detective. Chris Salaba was promoted to the rank of Lieutenant. Cesar Muñoz was promoted to Deputy Chief. Brady Sorrells was promoted to the rank of Captain of Special Operations and Evan Hall was promoted to Captain of Patrol.
- Retirements- James Skinner and Michael Cesare.
- New Officers- Matthew Henley and Ethan Cunningham were hired to replace those retiring in 2022. While many police departments struggle to hire officers, we continue to maintain full staff within days of a retirement.
- Special Weapons and Tactics Team- We increased our team members from seven to ten on the Frankfort/Clinton County SWAT Team.
- United Way- Frankfort Police Department Employees raised over \$12,000 from their paychecks to donated to the annual United Way Campaign.
- Fallen Officers- FPD delegations were present at the funerals for three Indiana officers killed in the line of duty: Deputy Noah Rainey, Officer Noah Shahnava and Officer Seara Burton.
- Battle of the Badges- FPD joined with FFD by participating in a fundraiser basketball game that raised \$1,000 for the Clinton County Boys and Girls Club.
- National Night Out- Over 750 people attended the annual event. The event was held at Prairie Creek Park. Residents were able to meet with officers from all over Clinton County.
- Other- FPD command staff joined with residents of the One80 men's recovery organization to pass out food at a local food drive sponsored by Healthy Communities. Officers spoke at the Crossing School to provide information on personal safety and information about becoming a police officer. Joined the Jaycees at the Hot Dog Festival to volunteer time in the dunk tank to help raise \$2,110 for Coach Kids. Chief Shoemaker was the most dunked participant.



Frankfort Street Department

- Completion of Washington Avenue – Ribbon Cutting Jan. 2022
- Grant from INDOT 80/20 match
- CCMG – Community Crossing Matching Grant from INDOT (total from 2020 to current \$2,741,234,67)
 - 2023 \$650,000.00
 - 2023 Supplemental Paving \$96,000.00 (project was outside of CCMG)
 - 2022 \$623,832.91
 - 2021 \$928,920.76 (half of this was carried over to 2022)
 - 2020 Rejuvenation \$83,815.00
 - 2020 Paving \$358,660.00
- Upgraded the guard shed
- Purchased a new leaf machine in 2020
- Automated Trash November of 2022 – service over 5,000 residents/stops
 - Purchased 3 automated trucks (2 new, 1 used)
- Purchased 1 – 2021 Ford F450 (1 ton truck), 1 – 2021 F-350
- Paved the Northside of parking lot
- 2 Employees went to class for Class A CDL Certification
- 6 -8 employees where trained 10 – 8 hour days on automation
- Coordinated several clean-ups with code enforcement
- Superintendent Forsythe put together an all-county school program with Chris Herren at Case Arena in the spring of 2022. The program engaged the youth in talking about addiction and how it effects not only their life but those around them



Frankfort Parks Department



- Dog Park- Mary Jane McMahon Dog Park
- Halloween Movie Event with Trick or Treating & Costume Contest
- Aquatic Center Ground Breaking
- Updating Bleachers at Dorner Park
- 30 Years of the Festival of Lights at TPA Park
- Renovating the Gem City Sign
- Planting over 500 daffodils at Dorner Park
- Bike Race for the community
- Rural King Donation Tree for the Zoo
- Learning to Lead Kids Day
- Updating the Checkerboard at PC Park
- Information boards placed at all our parks
- Putting an alligator turtle back in the pond
- New Baby Muntjac Deer- Layla
- New Baby Peacock



Additional Contact Information

BOARD OF WORKS: 765.654.7332

CODE ENFORCEMENT: 765.654.4245

BUILDING INSPECTOR: 765.654.5278

CLERK TREASURER'S OFFICE: 765.654.5715

HUMAN RESOURCES: 765. 659.3454

MUNICIPAL UTILITIES

- **BUSINESS: 765.659.3361**
- **OTHER: 765.654.4424**

CITY WEBSITE: [HTTPS://FRANKFORT-IN.GOV/](https://frankfort-in.gov/)

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