

**CITY OF FLORENCE, KENTUCKY
ORDINANCE O-24-2023**

AN ORDINANCE OF THE CITY OF FLORENCE, KY ESTABLISHING THE CITY OF FLORENCE CITY OFFICIAL TRAINING PROGRAM

WHEREAS, the General Assembly passed House Bill 119 in the 2011 Regular Session of the Kentucky General Assembly, and the bill was signed by the Governor of the Commonwealth, becoming effective on June 8, 2011;

WHEREAS, KRS 64.5278 grants authorization to city governments in Kentucky to adopt training incentive programs aimed at encouraging city officials to pursue education and training relevant to the efficient operation of city government;

WHEREAS, the City of Florence recognizes and emphasizes the significance of its city officials staying well-informed and educated on matters pertaining to city governance, as well as the powers, duties, and responsibilities entrusted to city officials; and

WHEREAS, the City of Florence acknowledges that having city officials who are educated, well-informed, and adequately trained will directly benefit the public by fostering a deeper understanding of laws, regulations, and by promoting the exploration of diverse practices, programs, and the delivery of services to the citizens of the City of Florence.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FLORENCE:

SECTION I: DEFINITIONS

For the purposes of this ordinance, the following definitions shall apply:

- (1) "Training unit" means fifteen (15) clock hours of attendance or participation in qualifying courses during a calendar year.
- (2) "Excess hours" means credit hours earned beyond fifteen (15) during a single calendar year.
- (3) "Administrator" shall mean the City of Florence Administration Department.
- (4) "Qualifying course" shall mean any training, seminar, educational or learning event that provides instruction or information that is relevant to the duties and functions of city government and city officials and that has been pre-approved by the administrator.

SECTION II: ADOPTION OF CITY OFFICIALS TRAINING PROGRAM

In accordance with KRS Chapter 64.5278, the City of Florence hereby establishes the City Officials Training Program to make available incentive payments as specified by this policy to the elected city officials, including the Mayor and all members of the City Council, and nonelected

city officers holding an office existing or created under KRS 83A.080 to participate in the incentive program.

SECTION III: INCENTIVE PAYMENT

(1) Each city official eligible for participation in the City Officials Training Program shall receive training incentive payments of \$500 for completion of each training unit during his or her continuous service as a city official within the city. In addition, the city official shall receive mileage reimbursement and per diem meal allowances as described in the City of Florence Administrative Policies, subject to a travel request form. The city official shall only receive training incentive payments for a maximum of four (4) training units. The city official shall not be awarded more than one (1) training unit per calendar year.

(2) The city official may continue to receive training incentive payments for four (4) training units in each calendar year following the fourth year, provided that the officer continues to earn a training unit each subsequent calendar year.

(3) The failure of a city official to obtain a training unit during any calendar year shall disqualify the officer from receiving any training incentive payments for the calendar year, and the city official shall lose any previously accumulated training units earned during previous calendar years.

(4) Any city official earning excess hours during a calendar year shall be permitted to carry forward a maximum of ten (10) hours to apply to the earning of a training unit in the following calendar year.

(5) Training incentive payments shall be made to a city official presenting proof of completion of a training unit for a calendar year within sixty (60) days of the conclusion of the calendar year.

SECTION IV: ADMINISTRATION OF CITY OFFICIALS TRAINING

(1) The City Officials Training Program for the City of Florence shall be administered by the City Administrator. The administrator shall be responsible for approving courses as qualifying under the terms of this policy, maintaining records of attendance and participation, and notifying the city when a city official earns a training unit and the number of training units earned by a city official during his or her continuous service as a city official within the city.

(2) The administrator shall evaluate and approve courses as qualifying for credit based on the relation of the course to the operation of city government. In addition to other courses that may be approved as qualifying courses by the administrator, courses that provide instruction on the statutory duties of cities and city officials, intergovernmental relationships, municipal finance and budgeting, municipal taxation, ethics, open records, open meetings, economic development, or municipal police powers shall be approved as qualifying courses under this policy. The administrator shall require the submission of the course or conference agenda, curriculum, name of the provider, and other course materials to determine whether a course should be approved as a qualifying course.

(3) The city official shall submit proof of attendance or participation in a qualifying course to the administrator. The city official shall submit the course name, date, and location, name of the instructor or provider, and sufficient proof of attendance or participation in the qualifying course before the administrator shall award credit. The administrator shall not award credit to a city official for attendance or participation in a qualifying course that is not, in the administrator's opinion, substantially different from another course the city official attended or participated in during the same calendar year.

(4) The administrator shall maintain records that reflect each of the courses and hours completed by the city official and shall provide it to each city official upon request. Within thirty (30) days of the close of the calendar year, the administrator shall provide written or electronic certification to each participating city official of completed courses and hours, and shall, if applicable, certify the completion of a training unit and the total number of accumulated training units. Upon receipt, a city official shall present a copy of the certification of the completion of the training unit and the total accumulated training units to the city in order to receive his or her training incentive payments.

SECTION V: STATUS OF INCENTIVE PAYMENTS

(1) Training incentive payments do not constitute wages under KRS Chapter 337, creditable compensation under the County Employees Retirement System under KRS Chapter 78, or compensation for the purposes of setting maximum compensation or modification of compensation under KRS Chapter 83A, and may be repealed or modified by the city at any time.

(2) The training incentive payment amount established in this policy shall not be adjusted by any index reporting changes to consumer prices or any other method to account for inflation.

SECTION VI: SEVERABILITY

If any provision of this ordinance or its application to any person or circumstances is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances shall not be affected.

SECTION VII: EFFECTIVE DATE

This Ordinance shall be published by posting on the City's internet website.

PASSED AND APPROVED ON FIRST READING THIS 25th DAY OF JULY, 2023.

PASSED AND APPROVED ON SECOND READING AND PUBLICATION ORDERED THIS 8th DAY OF AUGUST, 2023.

APPROVED:

/s/ Julie M. Aubuchon
Julie M. Aubuchon, Mayor

ATTEST:

/s/ Melissa Kramer
Melissa Kramer, City Clerk