

**CITY OF LA GRANGE, KENTUCKY
ORDINANCE NO. 5, SERIES 2023
(As Passed May 1, 2023)**

**AN ORDINANCE ESTABLISHING INCENTIVES FOR
CITY OFFICIALS TRAINING PROGRAM**

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WHEREAS, newly elected or appointed city officials require training and education to perform their duties and responsibilities of city government, while previous city officials should continue their education and training regarding changes in the law wrought by legislation or legal decisions regarding administration of municipal government;

WHEREAS, Chapter 64 of the Kentucky Revised Statutes authorized city governments to adopt training incentive programs to encourage city officials to obtain education and training related to the operation of city government.

NOW THEREFORE, THE FOLLOWING ORDINANCE IS HEREBY ENACTED BY THE CITY COUNCIL OF THE CITY OF LA GRANGE, KENTUCKY:

§ 32.50 CITY OFFICIALS TRAINING PROGRAM

§ 32.51 DEFINITIONS.

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ADMINISTRATOR. The Human Resources Director for the City of La Grange.

EXCESS HOURS. Credit hours earned beyond 15 during a single calendar year.

QUALIFYING COURSE. 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 approved by the administrator.

TRAINING UNIT. Fifteen clock hours of attendance or participation in qualifying courses during a calendar year.

§ 32.52 ADOPTION OF A CITY OFFICIALS TRAINING PROGRAM; APPLICATION.

In accordance with KRS Chapter 64, the city hereby adopts and establishes a City Officials Training Program to make available incentive payments as specified by this subchapter to the elected city officials, including the Mayor and all members of the City Commission for obtaining education and training as required under the provisions of this subchapter.

§ 32.53 INCENTIVE PAYMENT AMOUNT; REQUIRED TRAINING PARTICIPATION.

(A) 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. The training incentive payment shall be

awarded to the city official for the completion of a training unit during the calendar year. The training incentive payment awarded shall be the base training incentive payment multiplied by the training incentive multiplier earned by the city official. The city official shall accumulate no more than one training incentive multiplier per calendar year of continuous service and in which the said city official completes a training unit, up to a maximum of four training incentive multipliers. The city official shall not be paid more than one training unit per calendar year multiplied by the applicable training incentive multiplier.

(B) The city official may continue to receive training incentive payments for four training units (such as, one training unit multiplied by four training incentive multipliers) in each calendar year following the fourth year, provided that the official continues to earn a training unit each subsequent calendar year.

(C) The failure of a city official to obtain a training unit during any calendar year shall disqualify the official 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, and said official's training incentive multiplier shall be reset to one the following year.

(D) Any city official earning excess hours during a calendar year shall be permitted to carry forward a maximum of 15 hours to apply to the earning of a training unit in the following calendar year.

(E) Training incentive payments shall be made to a city official presenting proof of completion of a training unit for a calendar year not later than 60 days after presenting said proof to the Mayor (or other designated official).

§ 32.54 POLICY REGARDING PAYMENT OR REIMBURSEMENT FOR TRAINING COURSES.

Subject to the constraints and the appropriations established by the city's annual budget, the city shall consider paying the cost of attendance or participation in advance of a city official's attendance or participation in the qualifying course if proper application is made to the mayor (or other designated official responsible for budget administration). Alternatively, and subject to the constraints and appropriations established by the city's annual budget, the city shall consider reimbursing a city official for the cost of attendance or participation in a qualifying course upon presentation of proof to the Mayor (or other designated official responsible for budget administration) that the official has received credit for the course.

§ 32.55 ADMINISTRATION OF CITY OFFICIALS TRAINING PROGRAM.

(A) The City Officials Training Program for the city shall be administered by the Human Resources Director. The administrator shall be responsible for approving courses as qualifying under the terms of this ordinance, shall maintain records of attendance and participation, and shall notify the City Clerk when a city official earns a training unit and is entitled to payment for the number of training units earned during his or her continuous service as a city official within the city.

(B) 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 which 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 ordinance. 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.

(C) A city official shall submit proof of attendance or participation in a qualifying course to the administrator. A city official shall submit the course name, date, 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.

(D) 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. The administrator shall, within 30 days of the close of the calendar year, 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 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.

§ 32.40 STATUS OF INCENTIVE PAYMENTS.

(A) Training incentive payments do not constitute wages or creditable compensation for the purposes of setting pension or retirement benefits under KRS Chapter 83A and may be repealed or modified by the city at any time.

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

This ordinance shall become effective upon its publication as required by KRS 424.

First Reading: 4/3/23

Second Reading: 5/1/23

Vote: For: 6 Against: 1 Abstain: 0

So Approved This 1st day of May, 2023

CITY OF LA GRANGE, KENTUCKY

JOHN W. BLACK, MAYOR

ATTEST:

STEPHANIE COOPER, CITY CLERK

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