

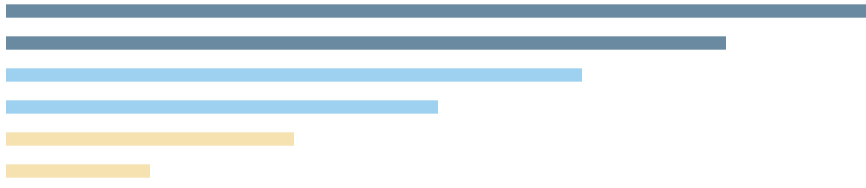


# County Budget Workshop 2023-2024

Department for Local Government

Office of Financial Management & Administration

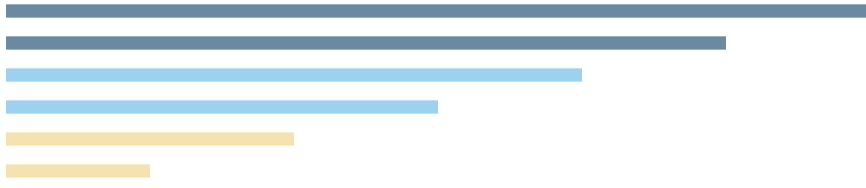




# Welcome and Introductions

Wil Rhodes,  
Executive Director

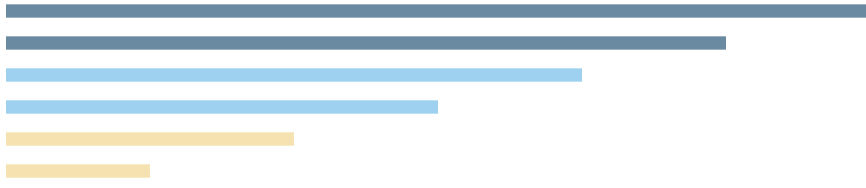




# “Your Area Development District”

Executive Director and Staff





# Budget Workshop

Counties Branch Staff



# What is DLG?

## Department for Local Government

- Created to assist all local governments throughout Kentucky
- Grant and loan assistance
- Technical assistance and financial management oversight



# Meet the Commissioner

Dennis Keene  
Department Commissioner

Also serves as the  
State Local Debt Officer





# Office of Financial Management & Administration (FM & A)

Eddie Jacobs  
Chief of Staff



**TEAM**  
**KENTUCKY**<sup>®</sup>



DEPARTMENT FOR  
LOCAL GOVERNMENT



# Financial Management & Administration (FM&A)

- Establish and administer local government uniform accounting system and reporting requirements. (KRS 46.010, KRS 68.210, KRS 68.220)
- Approve County Budgets and their amendments. (KRS 68.270, KRS 68.280)
- Investigate County financial conditions. (KRS 68.350)
- Provide technical assistance and information to local governments. (KRS 147A.020)
- Conduct training programs for local officials. (KRS 147A.020)





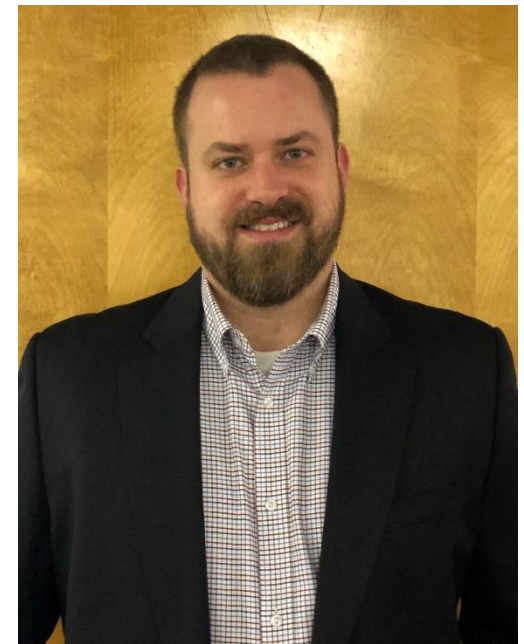
# Counties Branch

Wil Rhodes

Office of Financial Management  
Executive Director

Phone: 502-892-3471

Email: [Wil.Rhodes@ky.gov](mailto:Wil.Rhodes@ky.gov)





# Counties Branch

Robert Brown

State Local Finance Officer, Branch  
Mgr. and Local Government Advisor

Serves as advisor to the counties of the  
following Area Development Districts

- Northern Kentucky

Phone: 502-892-3433

Email: [Roberto.Brown@ky.gov](mailto:Roberto.Brown@ky.gov)





# Counties Branch

Jaarad Taylor

Local Government Advisor

Serves as advisor to the counties of the following Area Development Districts

- Bluegrass
- Buffalo Trace
- Gateway
- Big Sandy
- FIVCO

Phone: 502-892-3512

Email: [Jaarad.Taylor@ky.gov](mailto:Jaarad.Taylor@ky.gov)





# Counties Branch

Lisa Dale

Local Government Advisor and  
Coordinator for Local Debt Reporting

Serves as advisor to the counties of the  
following Area Development Districts

- Barren River
- Cumberland Valley
- Kentucky River
- Lake Cumberland

Phone: 502-564-9991

Email: [Lisa.Dale@ky.gov](mailto:Lisa.Dale@ky.gov)





# Counties Branch

William Summersett

Local Government Advisor

Serves as advisor to the counties of the following Area Development Districts

- Green River
- KIPDA
- Purchase
- Lincoln Trail
- Pennyrite

Phone: 502-892-5843

Email: [Williamn.Summersett@ky.gov](mailto:Williamn.Summersett@ky.gov)





# Counties Branch

CaSandra Stallard

Serves as Administrative Support to  
Counties Branch

Phone: 502-892-3477

Email: [CaSandra.Stallard@ky.gov](mailto:CaSandra.Stallard@ky.gov)





# Counties Branch

Wendy Thompson

Local Government Advisor

Coordinator of the County Officials  
Training Program

Phone: 502-892-3479

Email: [Wendy.Thompson@ky.gov](mailto:Wendy.Thompson@ky.gov)



TEAM   
**KENTUCKY®**

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DEPARTMENT FOR  
LOCAL GOVERNMENT





# Budget Timetable - January

Approve Fee Office  
Budgets by January 15th



Entire Budget Preparation Timetable is listed  
on Page 7 of the Budget Manual





# Approving Fee Office Budgets

Approve as a whole:

Without spending caps

Capping total disbursements line

Approve each line item:

Put a spending cap on each line item

Order Must State Specifics Of Approval

# Letter of Delinquency

## MEMORANDUM

TO: The Honorable Jaarad W. Taylor  
Jefferson County Judge-Executive

FROM: Robert O. Brown, State Local Finance Officer  
Office of Financial Management & Administration

DATE: March 3, 2022

SUBJECT: 2022 Fee Office Budgets

Your Clerk and Sheriff's 2022 Fee Office Budgets were due to the Department for Local Government on January 15, 2022. To date, our office has not received their budgets and, therefore, they are considered delinquent.

Your county budget must be approved by July 1, 2022, for Fiscal Year 2023. Unfortunately, I cannot approve the county's budget without the receipt of a completed fee office budget from your clerk and sheriff.

If you have any questions, please feel free to contact me or your county representative at 800-346-5606

cc: Clerk  
Sheriff  
Auditors of Public Accounts

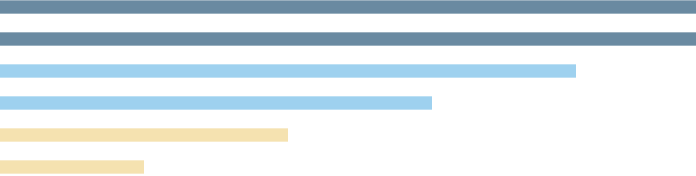


# Order Setting Maximum Amount for Fee Office Deputies and Assistants

- KRS 64.530 states:

“The Fiscal Court shall fix annually the maximum amount including fringe benefits which the county clerk and sheriff may expend for deputies and assistants.”

- Form is available on [DLG Website](#)



# This is the Form for Setting the Maximum Salaries of Deputies and Assistants

## ANNUAL ORDER SETTING MAXIMUM AMOUNT FOR DEPUTIES AND ASSISTANTS

Pursuant to KRS 64.530(3), "...The fiscal court shall fix annually the maximum amount, including fringe benefits, which the officer may expend for deputies and assistants...".

The fiscal court of \_\_\_\_\_ County in compliance with state law hereby sets the maximum amount which the \_\_\_\_\_ (specify county clerk or sheriff) of \_\_\_\_\_ County may expend from fees during calendar year \_\_\_\_\_ at \$\_\_\_\_\_ for deputies, assistants and other employees. The maximum amount as set includes all amounts paid from fees for:

- Full time salaries and wages
- Overtime wages
- Part time salaries and wages
- Vacation and sick leave
- Health insurance
- Insurance other than health
- Employer match SS/Retirement
- Other \_\_\_\_\_
- Other \_\_\_\_\_

Motion made by \_\_\_\_\_, second by \_\_\_\_\_  
Vote \_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ Fiscal Court Clerk  
Date \_\_\_\_\_



# Fee Official Support

Fiscal Courts may support fee official's expenses through the payment of claims presented to the fiscal court and paid from a properly budgeted line item in the county budget



# Fee Official Support

If the county pays these expenses, they should not be included in the fee official's budget.

This includes salaries, fringe benefits or all expenses should you fee pool.



# KRS 64.710

“No public officer or employee shall receive or be allowed or paid any lump sum expense allowance, or contingent fund for personal or official expenses, except where such allowance or fund either is expressly provided for by statute or is specifically appropriated by the General Assembly...”

This includes excess fees from the prior year as a reimbursement/funding of office expenses.





# Approving Fee Office Budgets

Amount budgeted to receive from fiscal court is shown:

Sheriff's Budgeted Receipts...Line 11

Clerk's Budgeted Receipts...Line 4

Part Two Receipts	Budget Estimate	1/1 thru 3/31	4/1 thru 6/30	7/1 thru 9/30	10/1 thru 12/31	Total YTD	Accounts Receivable 12/31	Settlement Total
1. Federal Grants						\$0.00		\$0.00
2. State Grants						\$0.00		\$0.00
3. State - KLEFFP						\$0.00		\$0.00
4. State Fees for Services								
5. Finance and Administration Cab.						\$0.00		\$0.00
6. Cabinet Human Resources						\$0.00		\$0.00
7. Circuit Clerk								
8. Sheriff Security Services						\$0.00		\$0.00
9. Fines/Fees Collected						\$0.00		\$0.00
10. Court Ordered Payments						\$0.00		\$0.00
11. Fiscal Court (includes Election Comm.)						\$0.00		\$0.00
12. County Clerk (Delinquent taxes)						\$0.00		\$0.00
13. Commissions on Taxes Collected						\$0.00		\$0.00
14. Fees Collected for Services								
15. Auto Inspections						\$0.00		\$0.00
16. Accident/Police Reports						\$0.00		\$0.00
17. Serving Papers						\$0.00		\$0.00
18. CCDW						\$0.00		\$0.00
19. Other (Describe)						\$0.00		
20.						\$0.00		\$0.00
21. Interest Earned						\$0.00		\$0.00
22. Total Revenues	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
23. Petty Cash						\$0.00		\$0.00
24. Borrowed Money						\$0.00		\$0.00
25. State Advancement						\$0.00		\$0.00
26. Bank Note						\$0.00		\$0.00
27. Total Receipts (Total lines 22 through 26)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Copy the figures shown on line 27 in the Budget Estimate column to the Summary on page 1, column 1, line 1. Copy the figure shown on Line 27 in the Total YTD column to page 1, column 2, line 1. Copy the figure shown on Line 27 in the Receivable column (





# Budget Timetable - February

Attend budget workshops.  
Compile Budget Information.





# Budget Timetable - March

Prepare jail fund budget proposal.





# Budget Timetable - April

Submit proposed jail fund budget  
to the fiscal court by April 1<sup>st</sup>.





# Budget Timetable - May

Submit entire budget proposal to  
the fiscal court by May 1st

Advertise LGEA & CRA proposed  
use hearings -- *sample notice on page 9*



# Budget Timetable - June

- Fiscal court meets to consider proposed budget ordinance by June 1<sup>st</sup>
- Hold LGEA and CRA proposed use hearings





# Budget Timetable - June

- First reading of proposed budget ordinance
- County Judge/Executive makes changes to proposed budget as directed by fiscal court



# Budget Timetable - June

- Forward 3 copies of proposed budget to State Local Finance Officer
  
- Proposed budget will be approved as to form and classification and returned to county



# Budget Timetable - June

- Advertise 2nd reading and publish summary  
*-sample forms on pages 10 – 13*
- Post copy near front door of courthouse



# Budget Timetable - July

Second reading and adoption of proposed budget ordinance must be done by July 1



# Budget Timetable - July

Publish -- *sample form starts on page 9*

Provide 1 copy of Fiscal Court approved budget to the State Local Finance Officer



# Budget Preparation

- Estimating Receipts
- Estimating Expenditures
- Unpaid Claims
- Liabilities
- Road Cost Allocation Worksheet
- Standing Orders
- Signature Page



# Estimating Receipts

- Utilize the 6-30-2022 quarterly
- Compare to the most recent quarterly report (3-31-23 electronic report)
- Check with the treasurer, the jailer, other elected official's budgets
- Other sources...



# Estimating Receipts

Other sources may include:

- The ADD: Grants
- The Fiscal Court: New taxes or fees
- Your associations: Changes in legislation





# Estimating Receipts

## Use Current Year Figures!

- Property tax receipts

- Truck license.....

**\$223,214**

- LGEA

- Jail (bed allotment, medical, DUI)

- State Prisoner Payments

- Strip mine permit fees



# Budgeting Cash Transfers

	General Fund	Road Fund	Jail Fund	Total
4909	(50,000)	(100,000)		(150,000)
4910	100,000		50,000	150,000

Featured on Pages 25 – 27 of the Budget Manual



# Revenue Sources

## Pages 14-16

**General purpose revenues**

**Restricted revenues**





# LOCAL GOVERNMENT ECONOMIC ASSISTANCE FUNDS

Page 8

KRS 42.455 prohibits expenditure of LGEA funds for administration of government



# ALLOWABLE USES FOR LGEA FUNDS DEPENDS UPON THE SOURCE

Coal Severance can now be used like  
Mineral Severance

**NO COAL IMPACT**



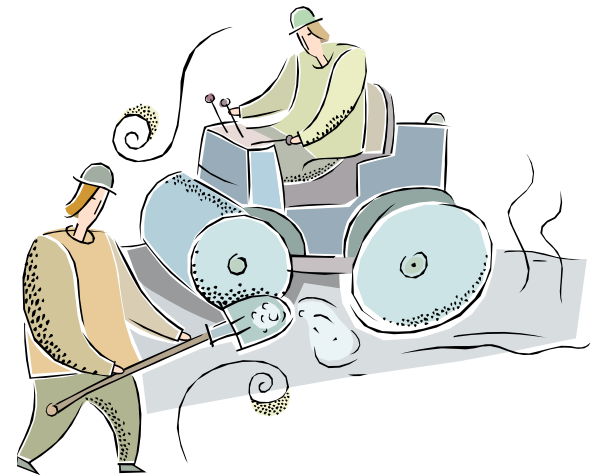


# COUNTY ROAD AID - KRS 177.320

These funds are for the construction, reconstruction and maintenance of county roads and bridges Use accounting Code 02-4518

Municipal Road Aid - 02-4519

000





# CRA 2023-2024 Figures

60% allocation of funds available Aug 1.

See us after the presentation for your  
estimated amounts



# Estimating Expenditures

- Review the 6-30-2022 4<sup>th</sup> Qtr. report
- Review the most recent electronic quarterly report
- Get budgets, financial statements, contracts, agreements, etc.





# Estimating Expenditures

- Check with the treasurer, department heads, other offices, fiscal court...
- Was there anything mentioned during the proposed use hearings for LGEA and CRA that needs to be included?
- Check the fee office budgets -  
Ensure that Fiscal Court payment for services aren't “double budgeted.”



# Fund to Fund Appropriation Transfer

01-9200-999 (10,000)

01-9300-999 10,000

01-9300-999 (10,000)

03-9200-999 10,000



# Mandated Appropriations

List begins on page 17





# Mandated Appropriations

## Elected officials' salaries

- County Judge/Executive
- Jailer (if county operates a full-service jail)  
KRS64.5275
- Jailer (if county does not operate  
a full - service jail) KRS 441.245

**Must be set for fiscal year by May 1st**



# Mandated Appropriations

- Sheriff and Clerk : If county fee pools or pays salary through county budget
- 1/12 of Fee Officer's Annual Salary shall be paid monthly. KRS 64.535
- Training incentives under HB 810



# Mandated Appropriations

- Commissioners/Magistrates
- Coroner
- Constable (if paid a salary)
- Salaries for statutorily mandated appointments:
  - Road Supervisor
  - County Treasurer
  - Dog Warden



# Mandated Appropriations

- Personal bonds for elected/appointed officials. (Pages 93 & 94)
- Unemployment insurance for county employees. KRS 341.050
- Worker's compensation for county employees KRS 342.630 and KRS 342.640



# Mandated Appropriations

Mandatory Matches for County Employees:

- Social Security 7.65%

Required by KRS 61.460

- Retirement (CERS) effective July 1, 2023

23.34% for non-hazardous

43.69% for hazardous duty

Required by KRS 78.530







# Mandated Appropriations

County Attorney's Salary (if fiscal court has set one)

Office expenses incurred by the county attorney in the performance of his duties as legal advisor to the county shall be paid by the fiscal court.

KRS 15.750 (4)

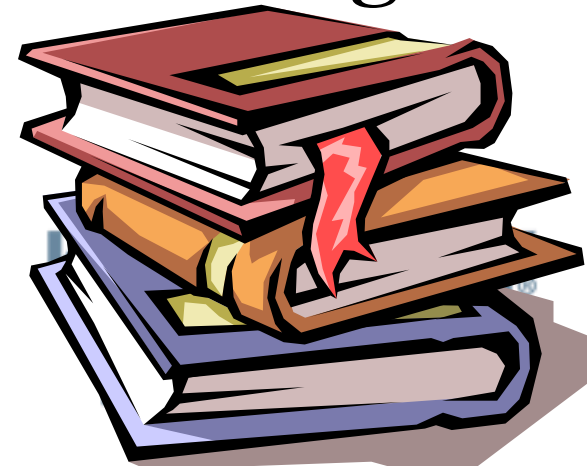




# Mandated Appropriations

Between \$600 and \$1,200 annually to the Circuit Clerk for duties as ex officio librarian of the county law library. KRS 172.110(1)

**This payment is subject to all withholdings.**





# Mandated Appropriations

12.5 cents per capita for the public defender --  
KRS 31.185 (2)

Cost of interdisciplinary evaluation report if  
court ordered. KRS 387.540

Costs associated with Indigent Burials



# Mandated Appropriations

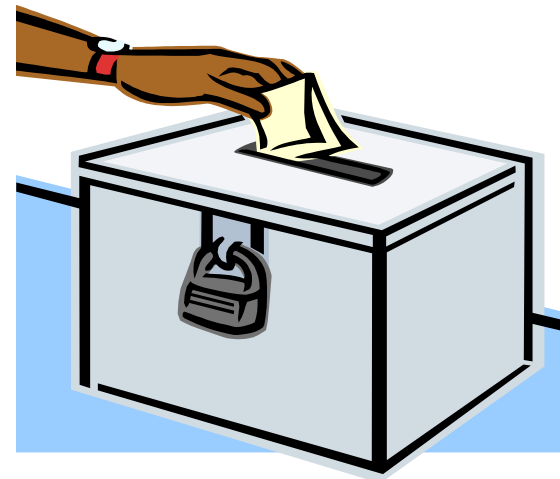
50% of forestry receipts distributed through the Road Fund to the school board using code: 02-9500-902 → **KRS 149.130 (3)**

Election Expenses

KRS 117.035, 117.045

-General in Fall 2023

-Primary in Spring 2024





# Mandated Appropriations

100% of LGEA Coal Severance and Mineral Severance receipts are restricted to the usage categories shown on page 8 of the budget manual.

There is no longer a requirement that Coal Severance be spent in the transportation category only.

It can now be used like  
Mineral Severance funds.



# Mandated Appropriations

## **PVA Statutory Contribution -- KRS 132.590**

Preliminary figure comes via letter from Revenue in March/April – based upon last years assessments plus 5%

Final figures come via letter from Revenue in August / September

PVA Administrative Support 502-564-5620

TEAM   
**KENTUCKY®**

---

DEPARTMENT FOR  
LOCAL GOVERNMENT



# Additional Items to Consider

All categories of tax revenue to be estimated and reported separately.

Utilization of minor codes 499 and 599 for miscellaneous is limited to \$1000 per major object code.





# Unpaid Claims

Counties are discouraged from carrying over unpaid obligations into the next fiscal year since, under KRS 65.140, counties are required to pay all bills for goods and services within 30 days of receipt of an invoice.



# Unpaid Claims

However, if a county must carry over an unpaid obligation, the county MUST budget for the complete payment of this obligation within the upcoming fiscal year. ALL unpaid obligations of any kind must be included in the county's budget.



# Liabilities

Page 28 is the required budget form for showing outstanding debt and debt service \*including AOC debt issues\*

Appropriating for debt service is a mandate

The liabilities section and the appropriations sections must tie together. **Include account codes!**

**Make sure quarterly report includes issue dates for all liabilities as well as the date that the report was submitted.**



# Road Cost Allocation

## Worksheet Pages 33 - 34

- Allowable administrative costs
- Percentage of Road Fund to Operating Budget excluding Grants
- Maximum allowable..



\$223,214



This is a copy of a Road Cost Allocation Worksheet from a county in the current budget cycle.

Page 34 of the Budget Manual shows the form's layout.

DLG can provide you a copy in Excel format.

You can Calculate any amount, but the most you can take is the Truck License of

1. General Fund	\$	1,548,403.00		
2. Road Fund	\$	1,060,933.09	Line 2	\$ 1,060,933.09
3. Jail Fund	\$	86,965.00	divided by	
4. LGEA Fund	\$	60,100.00	Line 6	\$ 3,007,325.09
5. Other Funds	\$	250,924.00		
6. Total	\$	3,007,325.09	equals	35.28%

Acct.	Description	Amount	35.28%	Road Fund \$ allowed
<b>Office of County Judge Executive</b>				
5001-101	Co. Judge/Ex.	\$ 84,093.72	35.28%	\$ 29,668.26
5001-105	Finance Officer	\$ 15,600.00	35.28%	\$ 5,503.68
5001-165	Ex. Secretary	\$ 15,600.00	35.28%	\$ 5,503.68
5001-212	Training Inc. Payment	\$ 4,312.60	35.28%	\$ 1,521.49
5001-445	Office Supplies	\$ 1,200.00	35.28%	\$ 423.36
5001-565	Printing & Adv.	\$ 11,000.00	35.28%	\$ 3,880.80
5001-576	Reg. Conf. & Travel	\$ 2,500.00	35.28%	\$ 882.00
5001-725	Office Equipment Supplies	\$ 500.00	35.28%	\$ 176.40
<b>Office of County Attorney</b>				
5005-101	County Attorney	\$ 12,000.00	35.28%	\$ 4,233.60
5005-165	Secretary	\$ 10,400.00	35.28%	\$ 3,669.12
<b>Fiscal Court Clerk</b>				
5010-167	Fiscal Court Minutes	\$ 2,200.00	35.28%	\$ 776.16
<b>Fiscal Court</b>				
5025-101	Magistrates Salary	\$ 27,000.00	35.28%	\$ 9,525.60
5025-212	Incentive Training Pay	\$ 4,312.60	35.28%	\$ 1,521.49
5025-331	Xerox Payments	\$ 3,000.00	35.28%	\$ 1,058.40
5025-332	Legal Services	\$ 2,200.00	35.28%	\$ 776.16
5025-551	Membership dues	\$ 5,000.00	35.28%	\$ 1,764.00
5025-563	Postage	\$ 1,000.00	35.28%	\$ 352.80
5025-569	Reg. Conf. & Travel	\$ 2,000.00	35.28%	\$ 705.60
5025-573	Telephone	\$ 12,000.00	35.28%	\$ 4,233.60
<b>Office of County Treasurer</b>				
5040-102	County Treas. Salary	\$ 40,000.00	35.28%	\$ 14,112.00
5040-445	Office Supplies	\$ 1,000.00	35.28%	\$ 352.80
5040-569	Reg. Conf. & Travel	\$ 1,000.00	35.28%	\$ 352.80
5040-319	Software & Tech.	\$ 4,200.00	35.28%	\$ 1,481.76
<b>Administration</b>				
9100-307	Auditing	\$ 35,000.00	35.28%	\$ 12,348.00
9400-201	FICA	\$ 53,300.00	35.28%	\$ 18,804.24
9400-202	Non Haz. Ret.	\$ 145,000.00	35.28%	\$ 51,156.00
9400-205	Health Ins.	\$ 167,000.00	35.28%	\$ 58,917.60
9400-208	Unemployment	\$ 10,000.00	35.28%	\$ 3,528.00
9400-209	Workers Comp.	\$ 30,000.00	35.28%	\$ 10,584.00
<b>Subtotal of Administration Costs</b>				
<b>Grand Total</b>				<b>\$ 247,813.39</b>



# Standing Orders

- Please send your Standing Orders at the same time you send the rest of the budget.
- Payroll, Utilities and Debt Service are the only items that are guaranteed approval.
- The approval or disapproval or any other expenses on the Standing Order is the sole discretion of the State Local Finance Officer.





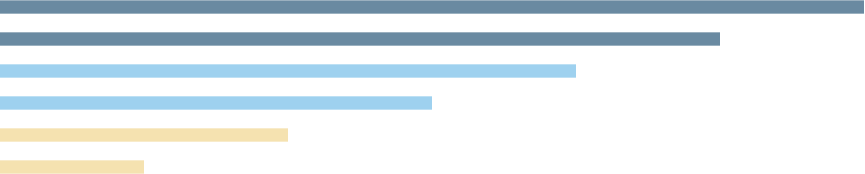
# The Budget's Signature Page

- Judge-Executive signs after first reading
- State Local Finance Officer signs as to approval of form and classification

ADVERTISE....

7 – 21 day window





# The Signature Page of the Budget Document (Page 30)

- Judge-Executive signs after second reading and adoption
- County Clerk signs and attests.
- The county will then send an adopted copy of the entire budget to DLG.

**BUDGET SIGNATURE PAGE**

Budget Document  
Page \_\_\_\_ of \_\_\_\_

Submitted

Date \_\_\_\_\_

Signed \_\_\_\_\_

County Judge/Executive

Approved as to Form and Classification

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

State Local Finance Officer

I certify that this budget, incorporating the changes if any, as required by the State Local Finance Officer, has been duly adopted by the \_\_\_\_\_ County Fiscal Court on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signed \_\_\_\_\_

County Judge/Executive

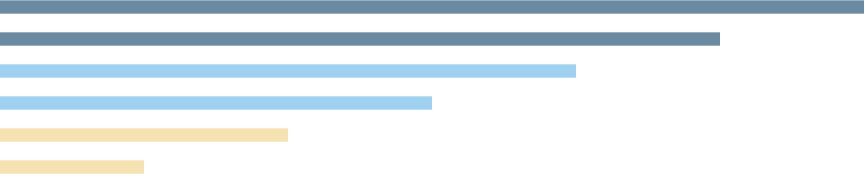
Attest \_\_\_\_\_

County Clerk

Initial budget submission is one (1) original and two (2) copies. Return final budget as adopted by the fiscal court within fifteen (15) days of adoption.

All materials should be sent to:  
Governor's Office for Local Development  
Attention: State Local Finance Officer  
1024 Capital Center Drive, Suite 340  
Frankfort, KY 40601

The Budget Signature Page on Page 30 of the current budget manual, and it may also be download from our website



# Items that could delay budget approval by the SLFO

## Quarterly Reports

- Must be current & accurate
- Delinquency Letter
- Road Aid Withheld

# Example Delinquency Letter

The Honorable Jaarad W. Taylor  
Jefferson County Judge-Executive  
601 W. Jefferson Street  
Louisville, KY 40201

**Dear Judge Taylor:**

We have not received your electronic financial quarterly report for Fiscal Year ending June 2022. This report includes:

- Section I Summary and Reconciliation, prepared by county treasurer
- Section II Receipts Section, prepared by county treasurer
- Section II Contingent Liabilities Section, prepared by county treasurer
- Section IV Appropriation Condition Report, prepared by county judge/executive

This report was due the 20<sup>th</sup> day following the close of the quarter. This information is very important to us since we use it to satisfy several requirements by federal and state government agencies. Our office works very close with the Auditor's Office and therefore, they will be receiving a copy of this delinquency letter.

If you need assistance in completing this report, you may contact me or anyone in the Counties Branch at 800-346-5606

Sincerely,

*Robert O. Brown*

Robert O. Brown  
State Local Finance Officer



# Other items delaying budget approval

- Fee office budgets not submitted to DLG
- Adopted Amendments not returned
- No 2022-2023 Adopted Budget on File
- Tax Rates (Page 31) not submitted with budget



# AMENDMENTS

## Pages 47 - 52

- Simple five step process
- Only needed when you have new funds to bring into the budget.
- Include documentation



# Emergency Amendments

- KRS 67.078
- Requires only one reading by FC
- Does not require SLFO signature
- Emergency must be declared in Fiscal Court meeting and reflected in the minutes



# Tax Rate Calculation Process

County PVA sends assessment information to DOR

DOR certifies assessment and sends to DLG

DLG calculates Compensating and 4% real property rates and mails information to county

County has 45 days from date of DOR certification to set real rate as well as calculate and set personal rate





# County Property Tax Rates

## Pages 80 - 81

Two Tax rates are calculated by DLG

### 1. Compensating Rate

Generates approximately the same revenue as the previous year exclusive of new property.

Rounded **up** to next higher  $1/10^{\text{th}}$  of one cent.



# County Property Tax Rates

## 2. 4% Rate increase

Generates four percent more revenue than compensating rate

Requires hearing process

Rounded **down** to next 1/10<sup>th</sup> of one cent

Any Rate above the 4%  
is subject to recall



# County Property Tax Rates

## Hearing Process (KRS 68.245)

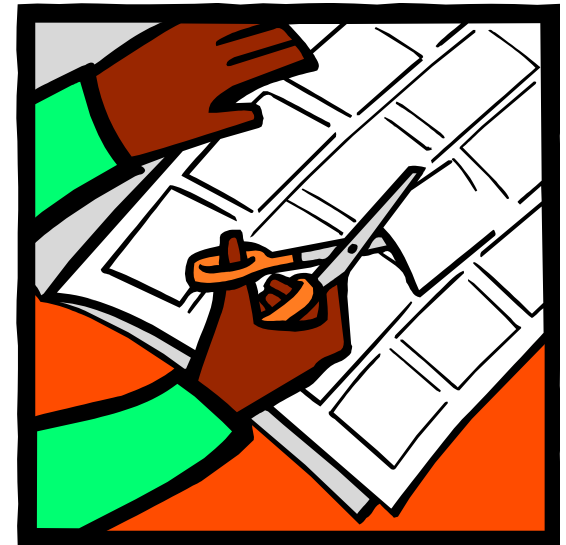
- Required for any rate above the compensating rate
- Advertise at least twice in two consecutive weeks in newspaper with largest circulation in the county,  
OR;
- Mail notice of hearing to every property owner in the county



# County Property Tax Rates

Sample Advertisement on page  
81 and must comply with  
KRS Chapter 424

Note that the hearing must not be held  
less than 7 nor more than 21 days from  
the second advertisement is published  
in the paper.





# County Debt

- Short-Term Borrowing Act
- Governmental Leasing Act





# County Debt Capacity

- Section 158 of the KY Constitution limits a county's debt capacity to **2%** of the value of taxable property within the county
- Capacity is determined from the most recent assessment of taxable property as certified by the Department of Revenue.



# County Debt Capacity

If you would like to see a copy of your county's debt capacity as it currently stands, contact your DLG county representative and one can be emailed to you.



# Review of Important Dates

By April 1

Submit proposed Jail budget to Fiscal Court

By May 1

Entire proposed county budget to F.C.

Set salary for Jailer (without a jail) and outline their expected duties





# Important Dates...

## By June 1

Fiscal Court must meet to consider budget

## Throughout June

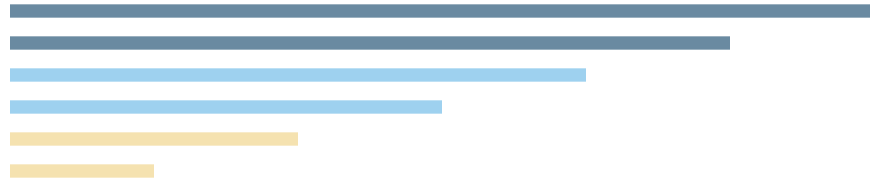
Review the County's Administrative Code and make any necessary policy changes by the end of the month.



# Important Dates...

**THE FINALIZED BUDGET MUST BE  
IN PLACE BY JULY 1, 2023.**

Your Preparation Today is the key to  
Your Success Tomorrow.



# Break



# County Officials Training Incentive Program

- Created by the 1998 Kentucky General Assembly with the passage of HB 810.
- Challenged and upheld by the Kentucky Supreme Court.
- Implemented in January 1999.



# Things to Know About the Program

- Commonly referred to by many officials as the HB 810 Training Program.
- Authorizing Statute for the program is KRS: 64.5275 (6)
- Administrative Regulations governing the program are:  
109 KAR 2:020



## KRS 64.5275 (6)

In addition to the step increases based on service in office, each officer shall be paid an annual incentive of one hundred dollars (\$100) per calendar year for each forty (40) hour training unit successfully completed, based on continuing service in that office and, except as provided in this subsection, completion of at least forty (40) hours of approved training in each subsequent calendar year.



## KRS 64.5275 (6)

If an officer fails, without good cause as determined by the commissioner of the Department for Local Government, to obtain the minimum amount of approved training in any year, the officer shall lose all training incentives previously accumulated. Each training unit shall be approved and certified by the Department for Local Government.



## KRS 64.5275 (6)

No officer shall receive more than one (1) training unit per calendar year nor more than four (4) incentive payments per calendar year. Each officer shall be allowed to carry forward up to forty (40) hours of training credit into the following calendar year for the purpose of satisfying the minimum amount of training for that year.





## KRS 64.5275 (6)

Each annual incentive payment shall be adjusted by the Department for Local Government on an annual basis for any increase or decrease in the consumer price index in the same manner as salaries are adjusted as described in subsection (4) of this section.



## KRS 64.5275 (6)

The Department for Local Government shall promulgate administrative regulations in accordance with KRS Chapter 13A to establish guidelines for the approval and certification of training units.



# Things to Know About The Program

- Your participation is VOLUNTARY
- Officials are not automatically enrolled as participants in the program. When DLG becomes aware of a new official we place them in the training database as a Non-Participant (NP). Until an official indicates to us that they want to participate in the program their status will remain as a Non-Participant until they are no longer serving in office.
- For officials that choose to participate and submit the proper documentation, DLG will enter/change the official's status to participating which is indicated by an (810) beside their name.
- Once an official is out of office for whatever reason (resignation, retirement, or loss of election) their status will be changed to Ex-Official (EX). If the official is later re-elected this record is not reactivated but rather a new record is created.



# Things to Know About the Program

- Funding for the program is LOCAL
- The moneys used to pay the training fringe benefit comes from County funds.
- DLG's role in the payment process is to notify the official of their completion and authorize the County to make the incentive payment.
- There are specific line items in each County's Budget for the officials Training Fringe Benefit. **This is accounting code 212.**



# Participation in the Program

## Who Can Participate:

- Members of the Fiscal Court (Judge/Executives, Magistrates or Commissioners)
- County Clerks
- Sheriffs
- Jailers



# How to Participate

- Notify your county's Judge/Executive to ensure that funds are budgeted
- Complete and submit the County Elected Officials Training Participation Form to DLG
- Attend 40 hours of approved training each “Calendar Year”
- Send documentation of your attendance to DLG

# County Officials Training Incentive Program Participation Form



Return Forms To:  
Department for Local Government  
1024 Capital Center Drive Suite 340, Frankfort, KY 40601  
Phone: (502)-573-2382 Fax: (502)-573-3712 E-mail: Wendy.Thompson@ky.gov

## Elected Official's Information

- Newly Elected                       Appointed                       Continuing in Service

**Attention Appointed Officials: You should attach a copy of your appointment letter when submitting this form.**

Name:  Mr.    Ms.    First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Officials County: \_\_\_\_\_ Phone: \_\_\_\_\_  
Office Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
\_\_\_\_\_ E-Mail: \_\_\_\_\_  
\_\_\_\_\_ Web Site: \_\_\_\_\_

## Elected Position

(Check the corresponding box & list District if applicable)

- Judge Executive                       Magistrate-District \_\_\_\_\_                       Commissioner - District \_\_\_\_\_  
 County Clerk                       Sheriff                       Jailer

First Day Served In Office : \_\_\_\_\_  
(Current Position Term)

### I Choose To Participate In The HB 810 County Elected Officials Training Incentive Program

**You must "INITIAL" by the appropriate response**

\_\_\_\_\_  
(Initial) YES, I choose to participate in the training program

\_\_\_\_\_  
(Initial) No, I choose not to participate in the training program

**Certification:** By signing below I certify that the information listed above is correct & accurate and that I am entitled to participate in the County Elected Officials Training Incentive Program.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Policies Regarding Travel & Training Reimbursements

- Each county determines its own policies regarding the reimbursement for travel and training expenses. While incentives earned are statutorily mandated county expenses, the cost of travel and tuition related to training are not mandated. Therefore, each county decides what they will fund.





# Approvable Training Topics

- Legal/Legislative Issues
- Budget Preparation
- Election Training – County Clerk
- Human Resources Training
- Leadership training
- Cybersecurity
- Emergency Management
- Transportation/Road – Fiscal Court
- Corrections – Jailers
- Constitutional & State Office Updates
- Federal & State Grant Training
- Hot Topic Items – Solar, Broadband, etc.
- Officials should vary selections to include conferences as well as traditional classroom settings and live web-based training.
- You need to select training that will benefit you in your role as an elected official!!!



# Live Web-based Training

- All approved training will be listed on your training page under relevant upcoming courses. **ONLY web-based training listed on this page will be accepted.**
- On the listing for the training events, the event will be listed as (in-person) or (web-based) then the vendors name – title of the event. This will let you know right away which trainings are in-person and which are web-based. Example: YEAR (web-based) DLG – Training Guidelines or YEAR (in-person) DLG – Training Guidelines.
- You must attend the entire course with the camera on. If they cannot see you, the training will not count.
- Your trainer will certify your attendance and submit your attendance to DLG.



# Potential Training Providers:

- Professional Associations
- Government Agencies
- Area Development Districts
- Independent Conferences and Training Groups



# Reporting Your Attendance

- Proof of an official's training attendance should be submitted to the DLG office within 60 days of completing the training.
- Always make sure your “Name”, “County” and “Office” are legible on your attendance form before submitting it.
- Completion documentation can be submitted by the official or the training provider by US mail or e-mail. **NO PICTURES!**
- Ultimately it is the responsibility of the official to make sure their attendance information has been turned in.



# Proof of Attendance Documentation Generally Accepted by DLG

- When attending a training event your proof of attendance should be submitted in the same document form as all the other officials.
- Some of the acceptable forms are:
  - Sign-in Sheets
  - Attendance Logs/Reports
  - Individual Certificates
  - Individual Proof of Attendance Forms



# Your Training Record

- Reflects what you have certified that you attended on your Proof of Attendance Forms (POAs). So, fill them out accurately!
- If you need to leave the session to make a phone call, please make it very brief or mark on your POA for the amount of time you left the session.
- Your record is Subject To Open Records Requests!!! As are all Proof of Attendance Forms.



# How Much is the Incentive?

- The amount of 1 incentive unit is \$100 which adjust annually for changes in the Consumer Price Index (CPI).
- 2023 CPI: 6.5%
- 2023 Incentive Unit Values Are:
  - 1st unit = \$1,245.81
  - 2nd unit = \$2,491.62
  - 3rd unit = \$3,737.43
  - 4th unit = \$4,983.24



# How Do I Earn an Incentive?

- An incentive unit is comprised of the completion of 40 hours of approved training.
- One incentive unit can be earned per calendar year by attending training and/or carrying over hours from the previous year.
- Carryover hours are limited to a maximum of 40 hours that can be carried from one year into the next consecutive year.





# How Do I Earn an Incentive?

- The maximum amount of incentive units that an official can accumulate is capped at four units.
- To maintain incentive units that have been consecutively accumulated, an incentive unit must be completed each calendar year.



# When Will I Receive My Incentive Payment?

- Once eligible, DLG will mail notice to the Official, the County Judge/Executive, the County Treasurer, and the State Auditors Office.
- Payment is issued from County funds.  
The Incentive Payment:
  - Must be budgeted.
  - Is subject to fiscal court review. No standing orders
  - Is subject to all State & Federal withholdings
- Payment cannot be issued until the authorization letter has been received by your treasurer and has been approved by Fiscal Court.



# Incentive Payment Process For Fee Officials (County Clerk & Sheriffs)

Counties with a population of less than 70,000

- The incentive can be paid from the fee account or by the fiscal court.

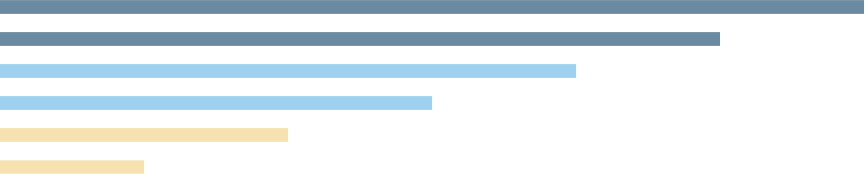
Counties with a population of 70,000 or greater

- Notice will be mailed to the County Fees Office in the Finance and Administration Cabinet which will then send the payment to the official.



# When Are Letters Issued?

- On average DLG issues incentive letters twice a month, usually around the 15<sup>th</sup> and the 30<sup>th</sup>.
- During the months of May and June, no letters will be issued as we are working on your budget review.



October 23, 2018

Ms. Wendy Thompson  
Franklin County Magistrate  
1234 Country Road.  
Frankfort, KY 40601

Dear Ms. Thompson:

Congratulations on the completion of your 40 hour training unit for calendar year 2011. Pursuant to KRS 64.5275(6) you are required to be paid an annual incentive per calendar year for each training unit completed up to a maximum of four incentive payments. The value of an incentive payment for 2011 is \$919.65.

Our records show that you have successfully completed 1 unit(s) and are due 1 incentive payment(s) of \$919.65 for a total of \$919.65. Please make the disbursing officer aware that incentive payments are not exempt from state or federal withholding requirements.

Enclosed is a summary of your training record to date. If you have questions, please contact me at (800) 346-5606.

Sincerely,

Wendy Thompson  
Training Coordinator

CC: State Auditor's Office  
Franklin County Judge Executive  
Franklin County Treasurer

# Letter of Confirmation for Incentive Achievement





# How To Access Your Training Information

- Go to the DLG website  
[Kydlgweb.ky.gov](http://Kydlgweb.ky.gov).
- Look on the right-hand side of the page and you will see a list of links that take you to the different sections of our agency.
- Second row, 3rd button is the County Officials Training Program Link.





# Accessing Your Training Information

## Reports and Forms

Below are reports and forms that officials participating in the County Elected Officials Training Program will utilize. To view the corresponding report or forms click the heading of each section.

### [County Elected Officials Training Program Participation Form](#) (Adobe 125 KB)

Elected or appointed officials who wish to participate in the County Elected Officials Training Program will need to complete and submit the County Elected Officials Training Program Participation Form before they will be included in the program. Newly elected or appointed officials who wish to participate in the County officials training program will need to complete this form and submit it to our office in order to be enrolled in the training incentive program.

### [Individual Training Records](#)

By clicking the link above, program participants may view their individual training record online by entering their name, county, office or any combination thereof.

### [Training Approval Request Form](#) (Adobe 136 KB)

For training events not listed in the Upcoming Approved Training Events, approval may be requested by completing and submitting the Training Approval Request Form, along with a detailed event agenda listing all training times and indicating any breaks and meals during the training event. To complete this form click the link in the heading listed above this section.

For questions concerning the County Elected Officials Training Program please contact [Wendy Thompson](#), Training Coordinator.





# How To Access Your Training Information

## County Officials Training Program

To search for an Official, choose your county and click the <submit> button.

### Search Criteria

County:

Submit

If your status is "NP" (non-participant) and you would like to participate, please fill out a [Participation Form](#) (Adobe - 123KB).



## County Officials Training Program

To search again, click [here](#)

### Search Criteria

County:

Franklin

If your status is "NP" (non-participant) and you would like to participate, please fill out a [Participation Form](#) (Adobe - 123KB).

### Results

STATUS	NAME	COUNTY	JOB TITLE	
810	Booth, Marti	Franklin	Magistrate	<a href="#">VIEW</a>
NP	Goins, Fred	Franklin	Magistrate	<a href="#">VIEW</a>
810	Hancock, Jeff F	Franklin	County Clerk	<a href="#">VIEW</a>
810	Melton, Pat	Franklin	Sheriff	<a href="#">VIEW</a>
810	Moore, Lambert	Franklin	Magistrate	<a href="#">VIEW</a>
810	Rogers, Rick	Franklin	Jailer	<a href="#">VIEW</a>
810	Sturgeon, Don	Franklin	Magistrate	<a href="#">VIEW</a>
810	Thompson, Wendy	Franklin	Magistrate	<a href="#">VIEW</a>
810	Tracy, Scotty Lynn	Franklin	Magistrate	<a href="#">VIEW</a>
810	Turner, Michael Flynn	Franklin	Magistrate	<a href="#">VIEW</a>
810	Wells, Huston D	Franklin	Judge/Executive	<a href="#">VIEW</a>

# Accessing Your Training Information



## Accessing Your Training Information

Name: Wendy Thompson  
Job Title: Magistrate  
County: Franklin  
Address1: 1234 County Road  
Address2:  
CSZ: Frankfort, KY 40601

Salutation:  
District:  
Category: Participant  
eMail: Wendy.Thompson@ky.gov  
Phone:  
Fax:

To view your training record, click here: [Summary of Training Hours Report](#)

If this data is incorrect or out of date, please fill out and submit an [Updated Information](#) form (Excel - 60 KB). If there is a training event not listed in the Relevant Upcoming Classes column that you would like to request approval for, please fill out and submit a [Training Approval Request](#) form (Excel - 73 KB). For all other questions, please contact Wendy Thompson at [wendy.thompson@ky.gov](mailto:wendy.thompson@ky.gov) or (502) 892-3479.

### Classes Completed

START DATE	COURSE	
10/27/2022	2022 INCENTIVE COMPLETED - Letter Issued	<a href="#">VIEW</a>
09/29/2022	2022 (web-based) KMCA - Broadband Update: Grant Funding, Office of Broadband & Provider Perspective	<a href="#">VIEW</a>
09/29/2022	2022 (web-based) KMCA - State Board of Elections: Election Equipment Grants & Updates	<a href="#">VIEW</a>
09/29/2022	2022 (web-based) KMCA - County Clerk Grants/Funding Available & Future Elections	<a href="#">VIEW</a>
09/29/2022	2022 (in-person) DLG - Governor's Local Issues	<a href="#">VIEW</a>

### Relevant Upcoming Classes

START DATE	COURSE	
10/25/2022	2022 (web-based) UKTC - Roadside/Vegetation Management	<a href="#">VIEW</a>
10/25/2022	2022 (in-person) KOHS - Defense in Depth - The CISA Cyber Essentials Explained	<a href="#">VIEW</a>
10/25/2022	2022 (web-based) A&M - Leading Effective Meetings	<a href="#">VIEW</a>
10/26/2022	2022 (web-based) UKTC - Drainage: The Key to Roads that Last	<a href="#">VIEW</a>

Verify that your mailing & e-mail address is correct

Elected County Officials Training Incentive Program  
County Officials Updated Information Form



Return Form To:

Department for Local Government

1024 Capital Center Drive, Suite 340, Frankfort, KY 40601

Phone: (800)-346-5606 Fax: (502)-573-3712 e-mail: Wendy.Thompson@ky.gov

Elected Officials Information on Record

Name:  Mr.  Ms. First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

County: \_\_\_\_\_ Office: \_\_\_\_\_

Reason For Information Change

Check the Appropriate Response and List new information

Name Change: First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Address Change: Street \_\_\_\_\_ PO Box: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Change: Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Fax #: \_\_\_\_\_ Web Site: \_\_\_\_\_

Position Change: Date of Appointment: \_\_\_\_\_ Special Election: \_\_\_\_\_

Date Election Certified

New Office Held:

Judge Executive  Magistrate - District # \_\_\_\_\_  Commissioner

County Court Clerk  County Sheriff  County Jailer

Note: If you have been elected/appointed to a new office you will need to complete a new participation form to participate in the training program.

By signing below I certify that the information provided is accurate to the best of my knowledge.

Officials Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Correcting  
Your  
Contact  
Information



Wendy Thompson, Franklin County Magistrate

2022

EVENT	COMPLETED	HOURS
2022 INCENTIVE COMPLETED - Letter Issued	10/27/2022	0.00
2022 (web-based) KMCA - County Clerk Grants/Funding Available & Future Elections	09/29/2022	0.00
2022 (web-based) KMCA - State Board of Elections: Election Equipment Grants & Updates	09/29/2022	0.00
2022 (web-based) KMCA - Broadband Update: Grant Funding, Office of Broadband & Provider Perspective	09/29/2022	0.00
2022 (in-person) DLG - Governor's Local Issues Conference	08/19/2022	11.75
2022 (in-person) KCJEA/KMCA Joint Summer Conference	06/09/2022	12.00
2022 (in-person) KMCA Spring Conference	03/10/2022	12.00
2022 (in-person) DLG/PuADD - Budget Basics Workshop	02/23/2022	3.00
<b>TOTAL FOR YEAR 2022</b>		<b>38.75</b>

2021

EVENT	COMPLETED	HOURS
2021 INCENTIVECOMPLETED - Letter Issued	12/16/2021	0.00
2021 (in-person) KMCA Fall Membership Summit	09/29/2021	10.00
2021 (in-person) Governor's Local Issues Conference	08/27/2021	12.50
2021 (in-person) KCJEA/KMCA Joint Summer Conference	06/17/2021	12.50
2021 (web-based) DLG - Budget Basics Workshop (Bluegrass)	02/17/2021	3.00
DLG Administrative Entry (New Year)	01/01/2021	0.00
<b>TOTAL FOR YEAR 2021</b>		<b>38.00</b>

2020

EVENT	COMPLETED	HOURS
2020 (web-based) KMCA - AppHarvest - A New Era in Agriculture	12/16/2020	0.00
2020 (web-based) UKTC - Developing Leadership Skills	11/19/2020	6.00

# Training Record Transcript





# How to get a Training Event Approved

If a training event is not listed on your “Relevant Upcoming Classes List” it could be because DLG is not aware of the training. To get the training approved in this program we will need the “Training Hour Approval Request Form” filled out and submitted to our office along with the “Detailed Agenda” for the training event. Please make sure the agenda lists times for each session.



Elected County Officials  
Training Incentive Program  
Training Approval Request Form

Training Approval Requested By: \_\_\_\_\_  
Title: \_\_\_\_\_ Agency: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Requester:** Please complete both pages of this form, attach a copy of the detailed agenda that lists the start and end times of all training sessions while also indicating any breaks that may be given and submit to: Department for Local Government, 1024 Capital Center Drive, Suite 340, Frankfort, KY 40601 Phone: 800-346-5605 Fax: 502-573-3712 E-mail: Wendy.Thompson@ky.gov

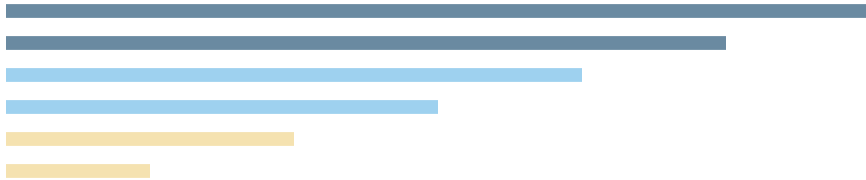
Training Event Information

Training Title: \_\_\_\_\_  
Training Provider: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Training Intended For:  *Fiscal Court*  *County Clerk*  *Sheriff*  *Jailer*  *All*  
Registration Fees:  *Yes: Dollar Amount:* \$ \_\_\_\_\_  *No*  
Enrollment Limitations:  *Yes: Maximum Enrollment:* # \_\_\_\_\_  *No*  
Proof of Attendance:  *Individual POA Form*  *Sign-In/Out Sheets*  *Individual Certificate*

Training  
Approval  
Request Form





## STATEWIDE SOLID WASTE PLANNING AND RECYCLING WORKSHOP

September 14 and 15, 2022

Lake Cumberland State Resort Park, Jamestown, Kentucky

(Park is in *Central Time Zone*)

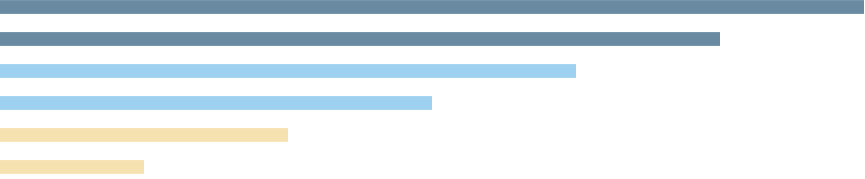
### Wednesday September 14, 2022

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- 7:30 a.m.**            **Registration**
- 8:30 - 9:00 a.m.    **Introductions:** *Darin Steen, Manager, Recycling and Local Assistance Branch*  
**Welcome:** *Gary Robertson, Russell County Judge/Executive*
- 9:00 – 9:15 a.m.    **State Update:** *Darin Steen, Manager, Recycling and Local Assistance Branch*
- 9:15 – 10:00 a.m.   **Styrofoam Recycling/Keeping Recycling Alive during a Pandemic** – *Danny Masten, Pulaski County SWC*
- 10:00 – 10:15 a.m.**   **Break**
- 10:15 – 10:45 a.m.   **Environmental Justice** – *Amanda Lefevre, Deputy Commissioner, Department for Environmental Protection*
- 10:45– 11:30 a.m.   **Recycled Plastic End Use** – *Shelby Henry, Eastman Chemicals*
- 11:30– 12:00 noon   **Update from DWM Director’s Office** – *Tammi Hudson, Director, Division of Waste*

Provide us  
with a  
Detailed  
Agenda  
Sample





# Commonly Asked Training Program Questions







# I Have Completed My 40 Hours but Haven't Received My Incentive Letter

- Are you signed up to participate in the training program? When looking up officials on our website if there is a “NP” by an officials status then they are not signed up to participate in the program. To participate fill out the participation form that was covered earlier in this program.
- Have you turned in all of your Proof of Attendance (POA) Documentation? Your State Associations (KCJEA, KMCA, KCCA, KSA, KJA, & KACo) are very good about turning your completions in for you. However, most training entities do not forward this information to DLG. If you have your POA you can scan and e-mail it to [Wendy.Thompson@ky.gov](mailto:Wendy.Thompson@ky.gov)



# I Have Completed My 40 Hours but Haven't Received My Incentive Letter

- Sometimes the association conducting the training has to document your attendance in their system before they forward that information on to DLG. It is not uncommon for DLG to receive attendance documentation anywhere from three to six weeks after a training event has occurred.
- Incentive letters are not automatically generated upon the completion of an incentive unit. DLG periodically runs reports that let us know which officials have recently completed their training requirement. (on average letters are generated more than once a month).



# The Training Event Didn't Have A Certificate, Sign-in Sheet or a Proof of Attendance Form

- This mostly happens with out-of-state training events. In the event you attend a training event that does not provide the attendees with some type of proof of attendance (POA), simply:
  - Keep your agenda and “initial” by each session that you attended.
  - Write a letter on your office letterhead stating that you attended the training event listing its: name, date, and location and that you would like for the sessions initialed on your agenda to be considered for training credit.
  - Submit the initialed agenda and letter to DLG and we will use it as your proof of attendance for the event.



# I carried 40 hours into the New Year When will I get my Incentive Letter?

- With the carry forward provision several officials that are continuing in the service of their office are eligible for their incentive as soon as the new year arrives. Before DLG can issue any incentives, we must:
  - Receive the CPI information from the US Department of Labor, Bureau of Labor Statistics (typically in the last part of January).
  - Use the CPI information to calculate the new years salary levels and incentive values.
  - Letters are typically received in late January early February.



# Other Training Questions

- If you have any question about the County Elected Officials Training Program please contact Wendy Thompson at:
  - Phone: (toll free) 1-800-346-5606 or direct line at 502-892-3479
  - E-mail: [Wendy.Thompson@ky.gov](mailto:Wendy.Thompson@ky.gov)



# Contact Us

Department for Local Government  
Office of Financial Management &  
Administration

100 Airport Dr.

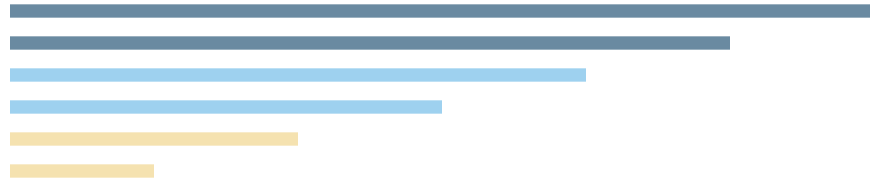
3<sup>rd</sup> Floor

Frankfort, KY 40601

502-573-2382

Fax: 502-227-8691





# Break



**OFFICE OF FEDERAL GRANTS**  
**(OFG)**



DEPARTMENT FOR  
LOCAL GOVERNMENT



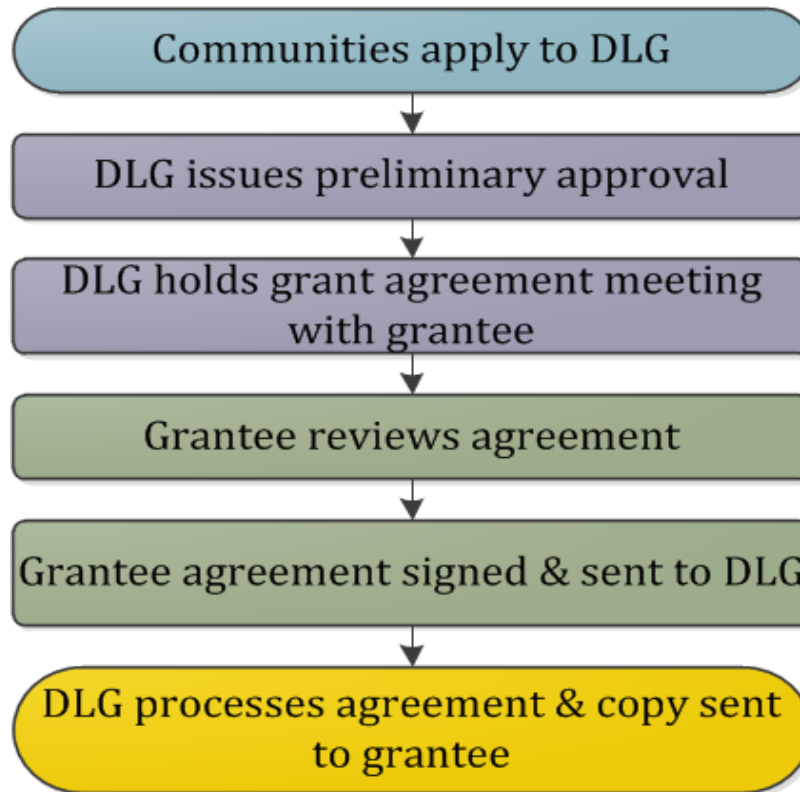


## Community Development Block Grants (CDBG)

- Public Services
  - Recovery KY
    - Provide operational financing
  - Recovery Housing
    - Rehab & reconstruction, rent, lease, utilities
- Public Facilities
  - Installation/rehab of water lines, water storage water/sewer upgrades, stormwater separation, lead pipe elimination
- Economic Development
  - Creation/retention of jobs
- Community Projects
  - Senior/community centers, public libraries, volunteer fire departments, health departments
- Housing
  - Rehab of homes, relocation of households, acquisition of dilapidated structures
  - Conversion of vacant buildings to low-income apartments



## CDBG Application Process





## National Objectives

Each project activity must meet one of three (3) federally mandated national objectives

- Benefit to low and moderate income (LMI) persons
- Prevention or elimination of slums or blight
- Urgent Need



## Acceptance of Applications

One emailed copy of the standard application form to:

**DLG.OFG@ky.gov**

Activities described in application will be checked to determine if they meet fundability criteria as established in the Housing and Community Development Act

# Recovery Kentucky - Overview



Recovery Kentucky centers help address the state's drug problem and resolve some of the state's homeless issues simultaneously. The ultimate goal, however, is for residents of the recovery centers to achieve a life of sobriety and become productive members of society.



Recovery Kentucky is a joint effort by the Department for Local Government (DLG), the Kentucky Department of Corrections (DOC) and Kentucky Housing Corporation (KHC). These agencies have developed a financial plan that provides construction and operational financing.



The local governments and communities at each Recovery Kentucky center location have also contributed greatly to making these centers a reality.



There are currently 13 Recovery Kentucky centers across the Commonwealth providing housing and recovery services for up to 2,200 person simultaneously.



Brighton Center Recovery – Newport, Ky



## Recovery Housing Program

- Created in response to opioid pandemic
- Provide stable, temporary housing to individuals in recovery from substance abuse disorders
- Limited 2 years or until permanent housing is secured
- Authorized under SUPPORT Act, signed into law October 24, 2018
- Based on CDBG, under Title 1 of HCD Act of 1974



# Program Intent

- HUD's mission is to serve individuals through 4 dimensions:
  - Health
  - Home
  - Purpose
  - Community
  
- Program Measures
  - Housing Stability
  - Income
  - Sobriety



# Public Services

Recovery Kentucky Staff

- Mark Williams, Branch Manager, [MarkP.Williams@ky.gov](mailto:MarkP.Williams@ky.gov)
- Cole Sutton, Local Government Advisor,  
[ColeC.Sutton@ky.gov](mailto:ColeC.Sutton@ky.gov)
- Lee Nalley, State Clearinghouse, [Lee.Nalley@ky.gov](mailto:Lee.Nalley@ky.gov)





## Public Facilities

- Jennifer Peters, Branch Manager, [Jennifer.Peters@ky.gov](mailto:Jennifer.Peters@ky.gov)
- Olivia Clark, Local Government Advisor, [Olivia.Clark@ky.gov](mailto:Olivia.Clark@ky.gov)



## Community & Housing Projects Staff

- Travis Weber, Branch Manager-  
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- Cathy Figlestahler, Local Government Advisor-  
[Cathy.figlestahler@ky.gov](mailto:Cathy.figlestahler@ky.gov)



# Economic Development Staff

- Gabe Nickell, Branch Manager, [Gabe.Nickell@ky.gov](mailto:Gabe.Nickell@ky.gov)
- Trey Greenwell, Local Government Advisor, [Trey.Greenwell@ky.gov](mailto:Trey.Greenwell@ky.gov)



## **Recreational Trails Program**

- Administered by the Department of Transportation, Federal Highway Administration.
- Purpose: provide funding for the development and maintenance of recreational trails, and trailside and trailhead amenities for both non-motorized and motorized trails.
- Grants are provided to cities and counties on a matching basis for up to eighty percent (80%) of the total project costs.
- The maximum grant amount is \$250,000.

## **Land & Water Conservation Fund**

- Administered by the U.S. Department of the Interior, National Park Service.
- Purpose: provide funding for the acquisition and development of public outdoor recreation sites and facilities.
- Grants are provided to cities and counties on a matching basis for up to fifty percent (50%) of the total project costs.
- The maximum grant amount is \$250,000.



## **LWCF & RTP STAFF**

- Jessica Hill, Program Manager, [JessicaM.Hill@ky.gov](mailto:JessicaM.Hill@ky.gov)
- Travis Weber, Branch Manager, [Travis.Weber@ky.gov](mailto:Travis.Weber@ky.gov)



**Appalachian Regional Commission**  
**(ARC)**

**And**

**Delta Regional Authority (DRA)**



## Appalachian Regional Commission (ARC)

- ARC is a federal-state economic development program designed to assist in the economic development of Appalachia through a diversity of projects in the areas of public infrastructure (water, sewer, solid waste, housing, and telecommunications), human resource development (education/workforce development, affordable/accessible healthcare, and leadership development) and business/entrepreneurial development.
- ARC is led by a Commission composed of the Governors from each of the Region's 13 states, and a Federal Co-Chair who is appointed by the President and confirmed by the Senate. (ARC States: Alabama, Georgia, Kentucky, Maryland, Mississippi, New York, North Carolina, Ohio, Pennsylvania, South Carolina, Tennessee, Virginia, and West Virginia)
- Kentucky's ARC Region is comprised of 54 Counties in Eastern and South-Central Kentucky that are in 9 Area Development Districts (ARC ADD's: All Counties-Big Sandy, Buffalo Trace, Cumberland Valley, Gateway, FIVCO, KY River, and Lake Cumberland; Some Counties- Bluegrass, and Barren River.







# Delta Regional Authority (DRA)

- Established in 2000 by Congress, the Delta Regional Authority makes strategic investments of federal appropriations into the physical and human infrastructure of Delta communities.
- DRA Board is comprised of the Federal Co-Chairman, appointed by the President and confirmed by the U.S. Senate, and the governors of the eight states (Alabama, Arkansas, Illinois, Kentucky, Louisiana, Mississippi, Missouri, and Tennessee)
- DRA Region in KY consists of all the Counties in the Purchase and Pennyroyal ADD's, and 4 Counties in the Green River ADD (Henderson, McLean, Union and Webster).

## DRA Region in KY





# Applying for DRA

- Potential Applicants should start by contacting/working with their respective Area Development District. The Area Development Districts will assist applicants with the development of their project application and submit directly to DRA.
- ADD Contacts:
  - **Purchase ADD:** Jeremy Buchanan, Executive Director, Phone 270-251-6132  
[purchaseadd@purchaseadd.org](mailto:purchaseadd@purchaseadd.org)
  - **Pennyrile ADD:** Jason Vincent, Executive Director, Phone 270-886-9484,  
[jason.vincent@ky.gov](mailto:jason.vincent@ky.gov)
  - **Green River ADD:** Joanna Shake, Executive Director, Phone: 270-852-1324  
[JoannaShake@gradd.com](mailto:JoannaShake@gradd.com)



## **ARC & DRA STAFF**

Scott Sharp, ARC & DRA Program Manager,

[Scott.Sharp@ky.gov](mailto:Scott.Sharp@ky.gov)

Sheri Mahan, Executive Assistant,

[SheriK.Mahan@ky.gov](mailto:SheriK.Mahan@ky.gov)



# **SAVE THE DATE**

**Governor's Local Issues Conference**

**August 16-18, 2023**

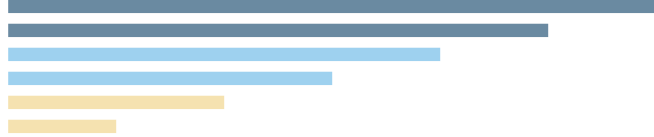
**Louisville**

**The Galt House**



**TEAM**  
**KENTUCKY®**

DEPARTMENT FOR  
LOCAL GOVERNMENT



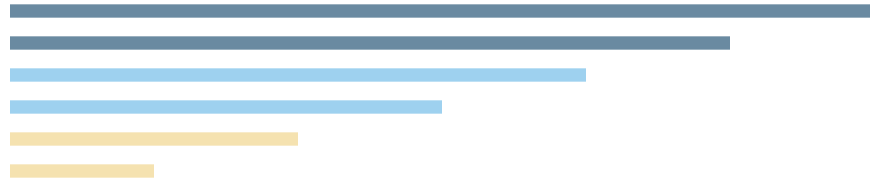
**Billie R. Johnson,**  
Office of State & Federal Grants,  
Executive Director

[Billier.Johnson@ky.gov](mailto:Billier.Johnson@ky.gov)

Department for Local Government  
100 Airport Road 3<sup>rd</sup> Floor  
Frankfort KY, 40601  
502-573-2382



DEPARTMENT FOR  
LOCAL GOVERNMENT



# Break



# 2023 County Budget Workshop

## LEGISLATIVE UPDATE

Department for Local Government  
100 Airport Road  
Frankfort KY, 40601

**Matt Stephens**  
**Matt.Stephens@ky.gov**  
**502-564-0318**

**D. Brandon Gibson**  
**David.Gibson@ky.gov**  
**502-7821118**







# 2023 “Short-Session”

- Section 36 of the Kentucky Constitution provides that in odd-numbered years a regular session shall not exceed 30 legislative days. Section 42 mandates it to end no later than March 30th.
- During a “short-session” the legislature meets in two parts. Part I was during the first week of January. The legislature is currently adjourned, but will reconvene on February 7<sup>th</sup> for Part II, and begin the 5<sup>th</sup> legislative day.
- The last day to introduce bills in the Senate is February 21st, House February 22<sup>nd</sup>.
- The Veto period is scheduled for March 17<sup>th</sup>-28<sup>th</sup>.
- Last day of session is March 30<sup>th</sup>.



# How to Research a Bill

## City Required Filings

- This review is meant to highlight significant and/or fast-moving bills. Most action on bills will be during Part II.
- You may research these bills or look up others on the KYGA website here: <https://legislature.ky.gov>
- Scroll down and click on “Current Bills” to see the 2023 Regular Session Record.
- There you can search bills by number, sponsor, title, etc.



# House Bill 1

## AN ACT relating to income taxation.

Status: HB 1 was introduced January 3<sup>rd</sup> (first day of session); reported favorably from A&R committee on Jan. 5; Passed House 79-19; and received a second reading in the Senate on Jan. 6<sup>th</sup>. FN: HB 1 will reduce GF revenues by \$315.8 million.

- Affirms an income tax reduction from 4.5% to 4% beginning in 2024.
- 22RS HB 8, established revenue triggers for the income tax to decrease over time. The goal is to eventually have a 0% income tax rate. The state met the first trigger as determined by the Department of Revenue in September, allowing the income tax to fall automatically from 5.0% to 4.5% effective January 1, 2023.
- All future reductions require affirmative action by the General Assembly. HB 1 provides this affirmative action for the second reduction set to phase in next year.
- HB 8 also expanded the state's 6% sales tax to 35 services that were previously untaxed. Marketing services, photography services, recreational camp fees, parking fees and more are now subject to a 6% sales tax. HB 8 also expanded the motor vehicle rental license fee currently authorized in counties to rentals of P2P and services like Uber and Lyft and clarified language that rentals through companies such as Airbnb and Vrbo are included in the transient room tax. These changes took effect January 1, 2023.

# House Bill 71

## AN ACT relating to publication

STATUS: HB 71 was introduced Jan. 4<sup>th</sup>, sent to Committee on Committees.

- Amends KRS 424.145 (re: Legal Notices) to remove the population restriction and make the alternative publication procedure available to all local governments as defined.
- Stipulates that the local government must submit the advertisement to the newspaper in a timely manner for publication within the prescribed limits.





# Senate Bill 34

## AN ACT proposing an amendment to Section 170 of the Constitution of Kentucky relating to property exempt from taxation

STATUS: Introduce Jan. 3rd; assigned to State & Local Government on Jan. 5th

- Proposes to amend Section 170 of the Kentucky Constitution, to include in the homestead exemption for owners who are 65 years of age or older, to exempt any increase in the valuation of the real property that is assessed after the later of the year the owner turned 65 or the year the owner purchased the property.
- Applies the exemption to increases in valuation that occur after the date the amendment is ratified by the voters.
- Submits to voters for ratification or rejection.



# Senate Bill 50

## AN ACT relating to elections

STATUS: Introduce on Jan. 3<sup>rd</sup>; assigned to State & Local Gov. on Jan. 5th.

- Requires the office of county commissioner; the office of mayor and legislative body members; all city offices; the city ward; the offices of boards of education; and soil and water conservation officers to have a partisan primary or partisan election.
- Requires school board candidates to have emblems of political party affiliation presented on the ballot.



# House Bill 132

## AN ACT relating to ad valorem taxes

STATUS: Introduced on Jan. 6th; to Committee on Committees.

- Exempts motor vehicles, recreational vehicles, trailers, and semitrailers from state and local ad valorem taxes.
- EFFECTIVE January 1, 2024.



# Senate Bill 39

## AN ACT relating to ad valorem taxes

STATUS: Introduced on Jan. 4th; assigned to A&R on Jan. 5th.

- Amends KRS 154.30-010 for tax increment financing projects to include a calculation for modified new revenues for income tax which will account for future tax rate decreases.
- Provides that this calculation is for state tax revenues received from individual income taxes on or after January 1, 2023, and is for projects approved prior to January 1, 2023.
- TIF law adjustment is needed as a result of the scheduled future decreases in State income tax rates that we discussed earlier.





# Interlocal Agreements

## KRS 65.210 to 65.300

Used to permit public agencies to make the most efficient use of their powers by enabling them to cooperate with each to provide services and facilities in a manner to serve the needs and development of local communities.

- Contents of agreement are laid out in KRS 65.250
- Agreements involving only local governments, an agency, board, instrumentality, or commission created exclusively by one (1) or more local governments send to DLG for approval.
- **DLG.ILA@ky.gov**
- Other agreements should be sent to the AG's Office for approval
- Consult with County Attorney to ensure compliance.



Website: [kydlogweb.ky.gov](http://kydlogweb.ky.gov)  
Phone 502-573-2382



**Ford Battery Plant**

