



Newly Elected County Officials Training Workshop

Department for Local Government

Office of Financial Management &
Administration
Counties Branch

December 7, 2022





Topics

- “Your” Department for Local Government
- Those who serve the county
- Newly Elected Officials Checklist
- Ordinances, Orders & Resolutions
- Handling of Public Funds
- Salaries
- DLG Website
- County Officials Training Program



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



How DLG is Structured

Commissioner's Office

Commissioner: Dennis Keene

Chief of Staff: Eddie Jacobs

Office of Financial Management & Administration

Wil Rhodes

Office of Federal Grants

Billie R. Johnson





How DLG is Structured

Office of State Grants

Billie R. Johnson, Executive Director

Office of Legal Services

Matt Stephens, Chief Counsel

Office of Field Services

Eddie Jacobs, Director

Kentucky Infrastructure Authority

Sandy Williams, Executive Director





Meet the Commissioner

Dennis Keene
Department Commissioner

Also serves as the
State Local Debt Officer



TEAM 
KENTUCKY®
DEPARTMENT FOR
LOCAL GOVERNMENT



Office of Financial Management & Administration (FM & A)

Eddie Jacobs
Chief of Staff



TEAM 
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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

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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





Counties Branch

Jaarad Taylor

Local Government Advisor

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

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

Phone: 502-892-3512

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Counties Branch

Lisa Dale

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Coordinator for Local Debt Reporting

Serves as advisor to the counties of the
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- Cumberland Valley
- Kentucky River
- Lake Cumberland

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Counties Branch

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

- Green River
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- Purchase
- Lincoln Trail
- Pennyrile

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Counties Branch

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Counties Branch

Wendy Thompson

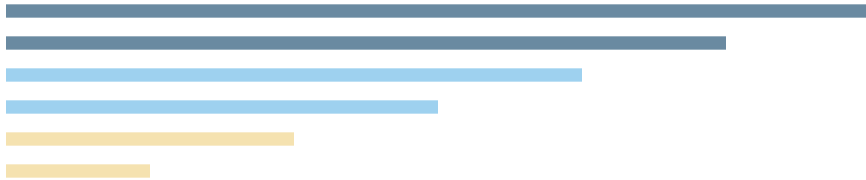
Local Government Advisor

Coordinator of the County Officials
Training Program

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Those Who Serve The County

Robert Brown





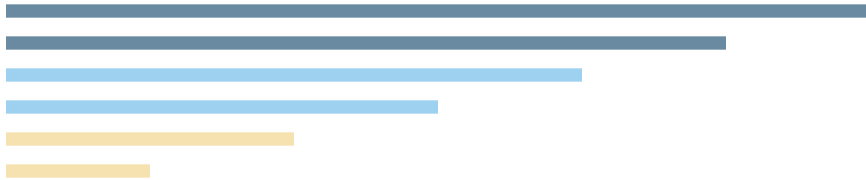
Those Who Serve The County

Elected Officials

Appointed Officials

Deputies and Assistants

All other County Employees



Those Elected to Serve The County

County Judge Executive

Jailer

Justices of the Peace
(Magistrates) & Commissioners

Property Valuation
Administrator

County Sheriff

County Attorney

County Clerk

Constable

Coroner





Elected Officials

Serve a defined term

Receive monthly compensation regardless if they show up for work

- Do not receive sick/vacation days, compensatory time or overtime



Elected Officials

Are subject to indictment or prosecution for misfeasance, malfeasance or willful neglect of duty during their term of office

In the absence of good cause shown, a member of fiscal court who fails to attend 50% of the regular meetings within a six month period or who fails to attend 2 consecutive meetings shall be charged with neglect of office and upon conviction shall forfeit their office.



Appointed Officials

- Serve a set term
- Are appointed with fiscal court approval
- Salaries are set by the fiscal court
- All county appointed offices are listed in “County Government in Kentucky”
see LRC Informational Bulletin #115



Appointed Officials

County Treasurer

- Appointed every four years at regular June meeting of fiscal court
- Can be nominated by any member of the fiscal court

Road Supervisor

- Terms can be two or four years, takes office the second Tuesday in January of an odd-numbered year
- Must be nominated by the County Judge Executive
- Must have three years of experience and pass an exam (exam administered by Transportation Cabinet)



Appointed Officials

Dog Warden

- Per **KRS 258.195**, each county must have a dog warden and a dog pound. Small counties may establish a regional facility with nearby counties

Disaster Emergency Management Director

- Represents the Judge Executive on all matters pertaining to the Counties emergency management program and the disaster and emergency response of the county



Deputies and Assistants

Offices which have deputies and assistants:

- Judge Executives
- Jailer
- Coroner
- Clerk
- Sheriff

The number of deputies and assistants is set by the fiscal court

- Except deputies and assistants of fee officers
(Clerk and Sheriff)

Serve at the pleasure of the official



Deputies and Assistants

Do not require fiscal court approval

Individual Salaries are set by fiscal court

- Except deputies and assistants of the clerk and sheriff

Are subject to state and federal wage and hour laws



County Employees

Can only be removed with the approval of the fiscal court pursuant to the policies adopted by the county in the Administrative Code

Are subject to state and federal wage and hour laws



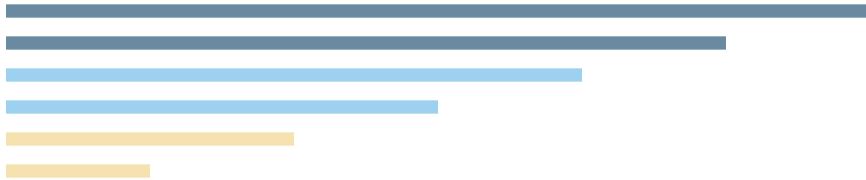
Other Personnel Issues

Retirement System

Social Security

Health Insurance

All are outlined in “County Government in Kentucky”
see [LRC Informational Bulletin #115](#)



Newly Elected Checklist



Materials

- Checklist
- Oaths
- Sample Orders
- County Assignments
- County Budget Workshop Schedule
- Certification of Prior Years of Service
- Training Guidelines



Checklist -- Newly Elected County Officials

On or before January 2, 2023:

- Execute bond -- before taking office!
- Only County Attorneys and Magistrates/Commissioners are exempt from the bonding requirement



KRS 67.720

The county judge shall execute a bond for the faithful performance of the duties of his office.

The bond shall be a minimum of ten thousand dollars (\$10,000) with sureties approved by fiscal court, which shall record the approval of the sureties in its minutes.



KRS 67.720 continued...

If the fiscal court does not approve sureties under this section within thirty (30) days after the county judge/exec. has taken office, the Circuit Judge shall approve the sureties.

Premiums on the bond of the county judge/executive shall be paid from county funds appropriated by the fiscal court. The fiscal court shall file a record of the bond with the county clerk.



KRS 62.990

(1) ...shall be fined not less than five hundred (\$500) nor more than one thousand dollars (\$1,000).

(2) ...office shall be considered vacant and he shall not be eligible for the same office for two (2) years.

(3) Any officer removed under this statute may seek relief from the fiscal court to remove the disqualification from holding the same office



On or before January 2, 2023:

- Take oath(s) of office -- before assuming duties
- Meet with county treasurer regarding county budget
- Obtain and review most recent inventory listing of county property



On or before January 2, 2023:

- Review personnel situation and carefully contemplate planned action.
- Obtain copy of order pursuant to **KRS 64.530** regarding office staff
- Make arrangements/advertise for special fiscal court meeting as soon as possible for purpose of appointing county employees, and approving sureties



On January 2, 2023

- Have deputies sworn in
- Arrange for new signature cards at bank(s) if needed
- Redo security agreements if needed
- Redo authorized signature forms where applicable, for grants



At The First Fiscal Court Meeting:

- If not already approved, fiscal court votes to approve sureties for bonds of officials as required -- see handout
- Appoint deputies, employees, office staff -- see handout
- With fiscal court approval, judge/exec. appoints county employees -- see handout



At The First Fiscal Court Meeting:

- Review budgets and financial statements for fee offices
- Approve fee office budgets (by January 15) as a whole or by line item
- Fiscal court authorizes jailer to accept bond release fees (if desired)--
KRS 431.5305
- Road supervisor must be appointed by January 10, 2023 for a 2 or 4 year term.-- **KRS 179.020**



As soon as possible, review copies of and become familiar with:

- Budget and amendment ordinances, transfer orders
- Most recent quarterly report, including liabilities section
- Treasurer's monthly report to fiscal court



As soon as possible, review copies of and become familiar with:

- County Administrative Code (KRS 68.005)
 - General Administration
 - Personnel policies
 - Purchasing policies
 - Administration of county fiscal affairs
 - Delivery of county services



As soon as possible, review copies of and become familiar with:

- Purchasing policies
- Bid requirements, statutory and local (state price contracts)
- Open meetings law and policy
- Open records law and local policies
- Fiscal court procedures and meetings



As soon as possible, review copies of and become familiar with:

- Ethics code
- County road plan
- Jailer's report on condition of jail to fiscal court
- Standing orders
- Dealing with emergencies--**KRS 39B.070**



As soon as possible, review copies of and become familiar with:

- State Local Finance Officer Policy Manual
- LRC Information Bulletin No. 114 Duties of Elected County Officials
- LRC Informational Bulletin No. 115 County Government in Kentucky
- Kentucky Local Debt Report (Available on-line)



Review Copies of and Become Familiar With:

- Most recent audits of county offices
- Investment policy
- Policies of public/municipal properties corporation
- List of county revenue bonds—who is using the county as a conduit
- Listing of county leased/versus owned properties
- List of any ongoing grants, their restrictions and the county's responsibilities



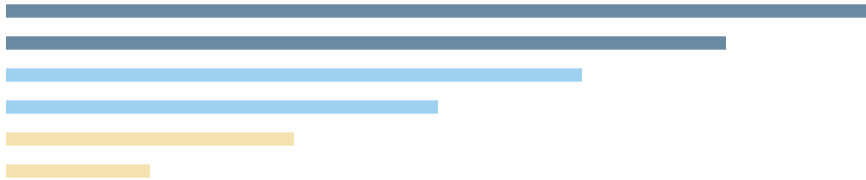
Review Copies of and Become Familiar With:

- List of standing committees and boards that you serve on or to which you make appointments
- Records retention schedule from the Dept. of Libraries and Archives (<http://kdla.ky.gov>)
- List of items routinely put out to bid and due dates



Review Copies of and Become Familiar With:

- Insurance policy due dates
- CDL drug testing policy (who administers, who processes samples)
- Leases with the Administrative Office of the Courts
- List of Special Purpose Government Entities (SPGE)



Ordinances, Orders & Resolutions

Jaarad Taylor





Ordinances

- A written act
 - Introduced in writing
- General and lasting in nature
- Enforceable in the county
- Appropriations of money require ordinances
- If ordinance is required, there is no substitute
- Can only relate to one subject
(for the purpose of...)



Ordinances

Use a specific format -- **KRS 67.076**

- Title
- Enacting Clause

Requires two readings

- Title and summary if desired
- Can amend between readings



Ordinances

Must publish after passage

- Within 30 days
- May be in full or summary
- If in summary, availability of full text to public



Ordinances

Other points to remember:

- Requires majority of fiscal court to pass an ordinance
- No meeting unless all members are notified
- All ordinances shall state an effective date
- Emergencies



Ordinances

Some items requiring an ordinance:

- Budget
- Budget Amendment
- Insurance premiums tax
- Occupational License Fee
- Bank franchise tax
- Inter-local agreements
- Administrative Code Changes



Orders and Resolutions

Official actions not requiring an ordinance may be taken by resolution or order – **KRS 67.076**

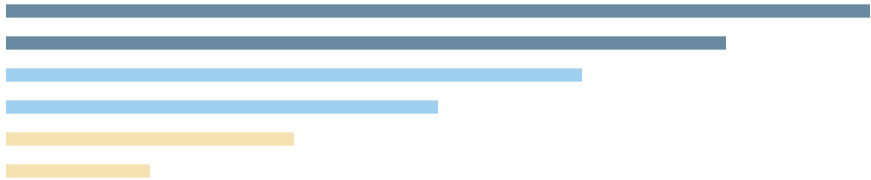
- Passage requires a majority of the quorum of fiscal court
- Are not lasting in nature
- Do not require publication
- Do not require a first and second reading



Fiscal Court Actions

Records of the fiscal court (**KRS 67.100**)

- Fiscal Court is a “court of record”
- Minutes of previous meeting are submitted for approval at the next meeting
- All official actions are made part of the permanent record



Handling Public Funds



Handling Public Funds

- Bonding of all officials/employees who handle public fund for an amount covering the maximum amount they have in their control at one time.
- Preparation of an annual budget showing estimated receipts and expenditures – **KRS 68.210**
- All reporting of accounts must comply with the cash basis of accounting.
- Books of original entry for receipts and expenditures and/or utilization of daily cash check-out sheets – **KRS 68.210**



Handling Public Funds

- Pre-numbered three-part receipt form should be issued for all receipts. – **KRS 64.840**
- Daily deposits intact into federally insured banking institution.– **KRS 68.210**
- Interest Bearing Accounts may be used and are encouraged.
- All investments must follow the Investment Policy adopted by the agency. – **KRS 66.480**
- Perfected pledge of securities covering all public funds except direct federal obligations and funds protected by federal insurance.



Handling Public Funds

- Monthly bank reconciliation must be performed – **KRS 68.210**
- Annual financial statement must be prepared, and portions of audit published – **KRS 424.220**
- Personal funds kept separate from public – **KRS 64.850**
- No bonuses, no prepayment for goods or services, and no contributions. – **§3, KY Constitution**



Handling Public Funds

- Advertisements for competitive bids prior to purchases exceeding \$30,000 – **KRS 424.260**
- Purchase Order system should be used
- Disbursements by check only – **KRS 68.210**
 - **EFTs allowable for standing order items with fiscal court and payee approval – KRS 68.275**
- Fixed asset documentation (inventory)
- Notification to the SLDO prior to borrowing money – **KRS 65.117**



Purchasing with County Funds

Complying with State Bidding Laws under KRS 424.260

Items costing over \$30,000

- Used items
- No Piece-mealing!

Exceptions:

- Perishable items,
- Professional services
- Emergencies



Purchasing with County Funds

Check your county's administrative code for purchasing

Must have obligated line-item appropriation. Referred to as unencumbered appropriation

Must have unobligated cash in the appropriate fund

State price contracts www.eprocurement.ky.gov



Purchasing

Follow county purchase order procedures

- No purchases without an approved purchase order
- Approved purchase order is entered into the purchase order journal
- Once the invoice is paid the purchase order is “cleared” in the purchase order journal



Real Estate - KRS 67.080

Purchase of real estate

- Pay no more than highest appraised value as determined by a KY certified appraiser
 - \$40,000 or less, no appraisal required

Sale of real estate

- Fiscal court appoint one or more Commissioners to work with Realtor
- Approval of fiscal court



KY Model Procurement Code

KRS 45A.343

Any local public agency may adopt **KRS 45A.345 - 45A.460**.
No other statutes governing purchasing shall apply to a
local public agency upon adoption of these provisions.



Paying The Bills

- County Judge/Executive or designee prepares a claims list from invoices received and presents to the fiscal court
- Fiscal Court reviews all claims prior to payment
- If “Good Cause” is shown, a payment claim can be held, and doing so requires a majority vote of the Court
- Per **KRS 68.300** it is unlawful for fiscal court to allow a claim in excess of budget fund
- **KRS 65.140** Prompt Payment Act



Paying The Bills

- Once the claim has been reviewed, the County Judge/Executive or designee prepares a warrant to pay the claim
- County Judge/Executive or designee signs the warrant and posts to the appropriation ledger
- The county treasurer, after verifying the claim is within the budget appropriation, reviewed by fiscal court and that sufficient funds are available, then co-signs the warrant and posts it to the appropriation ledger and check distribution register



Compensation

Lisa Dale



Salaries of Elected Officials

- County Judge/Executive
- County Clerk
- Sheriff
- Jailer – Operating a full-service jail

- KRS 64.5275 – Salary Schedule

SCHEDULE II
Maximum Salary Authorizations - 2022
 County Judge/Executives, County Clerks, Sheriffs, and
 Jailers operating full service jails
 In accordance with HB 810 (1998); Sec 246 Kentucky Constitution;
 and KRS CH. 64.5275

Population Group	Step 1	Step 2	Step 3	Step 4
gp 1 0-4,999	\$ 77,200.40	\$ 79,539.81	\$ 81,879.22	\$ 84,218.62
gp 2 5,000-9,999	\$ 84,218.62	\$ 86,558.03	\$ 88,897.43	\$ 91,236.84
gp 3 10,000-19,999	\$ 91,236.84	\$ 93,576.25	\$ 95,915.65	\$ 98,255.06
gp 4 20,000-29,999	\$ 94,745.95	\$ 98,255.06	\$ 101,764.17	\$ 105,273.28
gp 5 30,000-44,999	\$ 101,764.17	\$ 105,273.28	\$ 108,782.39	\$ 112,291.50
gp 6 45,000-59,999	\$ 105,273.28	\$ 109,952.09	\$ 114,630.90	\$ 119,309.71
gp 7 60,000-89,999	\$ 112,291.50	\$ 116,970.31	\$ 121,649.12	\$ 126,327.93
gp 8 90,000-499,999	\$ 115,800.61	\$ 121,649.12	\$ 127,497.64	\$ 133,346.15
gp 9 500,000-up	\$ 122,818.82	\$ 128,667.34	\$ 134,515.85	\$ 140,364.37

schedule prepared by Department for Local Government, January 2022

population est by U.S. Bureau of the Census, July 2017 (per KRS64.5275)



Compensation/Monthly

KRS 64.535

The county judge/executive, clerk, sheriff and jailer who operates a full-service jail **shall** each receive a monthly salary of one-twelfth (1/12) of the amount indicated by the salary schedule.



Salaries of Elected Officials

Magistrates/Commissioners

- By the first Monday in May in the year official is elected.

Jailer – Does not operate full-service jail

KRS 441.245

- January 1999 - \$20,000 minimum
- Salary can be set at a higher level if salary does not exceed the constitutional salary limit applicable to jailers.
- Shall be no less than the prior year's level



Salaries of Elected Officials

County Attorney

- Prosecutorial duties
- CPI

Coroner

- Compensation set by fiscal court based upon population and depending upon level of training
- KRS 64.185

Constable

Other County Officials – KRS 64.530



Salaries of Elected Officials

Fee Officials: Clerk & Sheriff

Non-Fee Pooling – Salary funded through fees.

Fee-Pooling – Salary funded through county budget.



Salaries of Elected Officials

Fee Officials: Clerk & Sheriff

Population over 70,000 – Paid through State Treasury. Salary paid according to Salary Schedule.

Population under 70,000 – Salary paid according to Salary Schedule



Funding For Salaries

Dependent upon:

1. Office
2. County's Population
3. Budget
4. Other Factors

Majority of elected official's salaries are paid through the county via the county treasurer.



Additional Compensation

House Bill 810 – Training Incentive

- County Judge/Executive
- Magistrates/Commissioners
- County Clerk
- Sheriff
- Jailers



DLG Website

William Summersett



DLG Website

kydlgweb.ky.gov

- Office of the Commissioner
- Office of State Grants
- County Officials Training Program
- Office of Federal Grants
- Kentucky Infrastructure Authority
- Office of Financial Management & Administration
 - Counties, Cities, Special Districts & Debt Reporting
- Various Additional Pages throughout the Year
 - Local Issues Conference
 - Newly Elected Officials

DLG Website

Welcome to the Department for Local Government

The Department for Local Government (DLG), under the Office of the Governor, provides financial help in the way of grant and loan assistance, as well as advising local governments in matters of budget, personnel and other issues relevant to those entities.



DLG Requesting Community Input

kydlgweb.ky.gov

Tweets from @DLG_KY [Follow on Twitter](#)

Kentucky Department for Local ... @D... - Oct 28
DLG has released its 2021 COBG-DR Action Plan. There will be two (2) public hearings held in-person, as well as held virtually, and the info for both can be found here: bit.ly/21HTC

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Last week, team DLG went to the @SOAR_KY Summit in Pikeville. We met with @ARCgov Federal Co-Chair @GayleManchin & her great team. Thanks to SOAR for a wonderful event! #BetterKY #DLGEverywhere

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COUNTY INFORMATION 	CITY INFORMATION 	LOCAL OFFICIALS TRAINING PROGRAM 	LEGAL
SPECIAL PURPOSE GOVERNMENTAL ENTITIES SPGE Public Portal	KENTUCKY eCLEARINGHOUSE 	LOCAL GOVERNMENT DEBT 	SPIRIT OF KENTUCKY AWARD

DLG Community Meetings for 2021 Disaster Recovery
[CLICK HERE TO READ FULL ARTICLE](#)



Branch Resources Tile

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Public Information County Data

Search County Data

County Name:

Area Development District:

Type of Government:

Appalachia:

Delta Region:

County Reports

Uploads

[Uniform Financial Information Reports \(UFIRs\)](#)

Fee Offices

[Bookkeeping Training Presentation](#) (.pdf - 4293 kb)

[Clerk Quarterly Report Check Sheet](#) (.pdf - 12 kb)

[County Clerk Budget and Quarterly Financial Form](#) (.xls - 102 kb)

[Fee Office Budget Checklist](#) (.pdf - 12 kb)

[Maximum Amount for Deputies and Assistants](#) (.pdf - 44 kb)

[Sheriff Budget and Quarterly Financial Form](#) (.xls - 236 kb)

[Sheriff Quarterly Report Check Sheet](#) (.pdf - 12 kb)

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[2014 Newly Elected Presentation](#) (.pdf - 22124 kb)

[2018-2019 Budget Workshop Presentation with the 65-35 Rule](#) (.pdf - 6225 kb)

[65%-35% KRS 68.310](#) (.pdf - 131 kb)

[65%-35% Presentation](#) (.pdf - 211 kb)

[65-35 Calculation Sheet](#) (.xls - 33 kb)

[Budget & Policy Manual \(Revised 2017\)](#) (.pdf - 2002 kb)

[Certification - Years of Service](#) (.pdf - 24 kb)

[County Government in Kentucky](#) (.pdf - 4894 kb)

[County Jail Fund Spreadsheet](#) (.xls - 527 kb)

[County Personal Property Tax Rate Calculation Worksheet](#) (.xls - 34 kb)

[County Quarterly Financial Statement Form](#) (.xls - 1571 kb)

[County Representative Map](#) (.pdf - 1007 kb)

[Direct Deposit Form - LGEAF](#) (.pdf - 45 kb)

[Direct Deposit Form - Road Aid](#) (.pdf - 34 kb)

[Duties of Elected County Officials](#) (.pdf - 606 kb)

[Federal Expenditures Worksheet](#) (.xls - 35 kb)

[Jail Budget Worksheet](#) (.xls - 66 kb)

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Area Development District:

Type of Government:

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Delta Region:

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County Quarterly Financial Uploads
Signatures of the Judge/Executive
&
Treasurer emailed or faxed separately

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County Name:

Area Development District:

Type of Government:

Appalachia:

Delta Region:

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- [Clerk Quarterly Report Check Sheet](#) (.pdf - 12 kb)
- [County Clerk Budget and Quarterly Financial Form](#) (.xls - 102 kb)
- [Fee Office Budget Checklist](#) (.pdf - 12 kb)
- [Maximum Amount for Deputies and Assistants](#) (.pdf - 44 kb)
- [Sheriff Budget and Quarterly Financial Form](#) (.xls - 236 kb)
- [Sheriff Quarterly Report Check Sheet](#) (.pdf - 12 kb)

Downloads

- [2014 Newly Elected Presentation](#) (.pdf - 22124 kb)
- [2018-2019 Budget Workshop Presentation with the 65-35 Rule](#) (.pdf - 6225 kb)
- [65%-35% KRS 68.310](#) (.pdf - 131 kb)
- [65%-35% Presentation](#) (.pdf - 211 kb)
- [65-35 Calculation Sheet](#) (.xls - 33 kb)
- [Budget & Policy Manual \(Revised 2017\)](#) (.pdf - 2002 kb)
- [Certification - Years of Service](#) (.pdf - 24 kb)
- [County Government in Kentucky](#) (.pdf - 4894 kb)
- [County Jail Fund Spreadsheet](#) (.xls - 527 kb)
- [County Personal Property Tax Rate Calculation Worksheet](#) (.xls - 34 kb)
- [County Quarterly Financial Statement Form](#) (.xls - 1571 kb)
- [County Representative Map](#) (.pdf - 1007 kb)
- [Direct Deposit Form - LGEAF](#) (.pdf - 45 kb)
- [Direct Deposit Form - Road Aid](#) (.pdf - 34 kb)
- [Duties of Elected County Officials](#) (.pdf - 606 kb)
- [Federal Expenditures Worksheet](#) (.xls - 35 kb)
- [Jail Budget Worksheet](#) (.xls - 66 kb)

This Box Contains many of the Items that Counties will need. Judge-Executives and Treasurers take note.

Search County Data

County Name:

Area Development District:

Type of Government:

Appalachia:

Delta Region:

County Reports

Uploads

[Uniform Financial Information Reports \(UFIRs\)](#)

Fee Offices

[Bookkeeping Training Presentation](#) (.pdf - 4293 kb)

[Clerk Quarterly Report Check Sheet](#) (.pdf - 12 kb)

[County Clerk Budget and Quarterly Financial Form](#) (.xls - 102 kb)

[Fee Office Budget Checklist](#) (.pdf - 12 kb)

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[Sheriff Budget and Quarterly Financial Form](#) (.xls - 236 kb)

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[County Government in Kentucky](#) (.pdf - 4894 kb)

[County Jail Fund Spreadsheet](#) (.xls - 527 kb)

[County Personal Property Tax Rate Calculation Worksheet](#) (.xls - 34 kb)

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[County Representative Map](#) (.pdf - 1007 kb)

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[Federal Expenditures Worksheet](#) (.xls - 35 kb)

[Jail Budget Worksheet](#) (.xls - 66 kb)

**This Section Contains
Information
For Fee Offices**

The main page also provides access to other areas of interest

Welcome to the Department for Local Government

The Department for Local Government (DLG), under the Office of the Governor, provides financial help in the way of grant and loan assistance, as well as advising local governments in matters of budget, personnel and other issues relevant to those entities.



TEAM KENTUCKY
DEPARTMENT FOR LOCAL GOVERNMENT

DLG Requesting Community Input

kydlgweb.ky.gov

DLG Community Meetings for 2021 Disaster Recovery
[CLICK HERE TO READ FULL ARTICLE](#)

Tweets from @DLG_KY [Follow on Twitter](#)

Kentucky Department for Local ... @D... - Oct 28
DLG has released its 2021 COBG-DR Action Plan. There will be two (2) public hearings held in-person, as well as held virtually, and the info for both can be found here: bit.ly/21HTC



Kentucky Department for Local ... @D... - Oct 25
Last week, team DLG went to the @SOAR_KY Summit in Pikeville. We met with @ARCgov Federal Co-Chair @GayleManchin & her great team. Thanks to SOAR for a wonderful event! #BetterKY #DLGEverywhere

COMMISSIONER'S OFFICE 	STAFF DIRECTORY 	FEDERAL GRANTS 	STATE GRANTS 
COUNTY INFORMATION 	CITY INFORMATION 	LOCAL OFFICIALS TRAINING PROGRAM 	LEGAL 
SPECIAL PURPOSE GOVERNMENTAL ENTITIES SPGE Public Portal	KENTUCKY eCLEARINGHOUSE 	LOCAL GOVERNMENT DEBT 	SPIRIT OF KENTUCKY AWARD 

Local Debt Reports and Reporting Can be found under this tile

OFFICE OF THE GOVERNOR COMMONWEALTH OF KENTUCKY
DEPARTMENT FOR LOCAL
GOVERNMENT

CONTACT US PRESS DIRECTIONS Search DLG

Welcome to the Department for Local Government

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purpose, and paying agency. Please see the Notification of Intent to Finance form for the specific information requirements.

When notification is NOT needed:

- 1) All bond issues by school districts or on behalf of school districts such as, school revenue bonds issued by counties or cities acting on behalf of school districts
- 2) All bond issues of the following state agencies: State Property and Building Commission, State Universities and Colleges, Kentucky Turnpike Authority

All Obligated County Bonds exceeding \$500,000 must be approved by the State Local Debt Officer prior to issuance. State Local Debt Officer approval is subject to the KRS 13B hearing process.

To notify the State Local Debt Officer of a bond issue please use the [Notification of Intent to Finance](#) form.

The Debt Report can be accessed in the drop-down boxes at the Right

The Notification of Intent to Finance is located in several places



Debt Report By County

Adair ▼

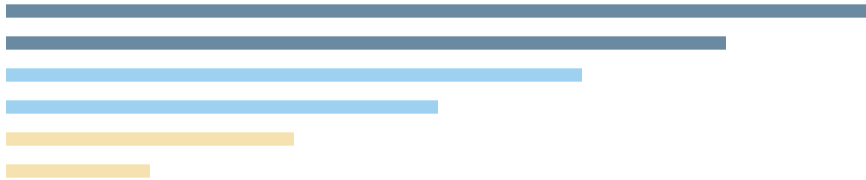
2023 ▼

RUN

Downloads

[Hearing Process](#) (.doc - 40 kb)

[Notification of Intent to Finance](#) (.pdf - 149 kb)



County Officials Training Incentive Program

Wendy Thompson



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. 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. 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. 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. 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 fills out a participation form for the program their status will remain as a Non-Participant. **HOURS WILL NOT BE RECORDED UNTIL YOU OFFICIALLY TAKE OFFICE.**
- For officials that choose to participate and submit the proper documentation, DLG will enter/change the officials 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 money 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. The accounting code for the training incentive will end in -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 and/or Treasurer 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 within 60 days of training.



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

County's with a population of less than 70,000

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

County's 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.

Participation Form

County Officials Training Incentive Program Participation Form

Return Forms To:
Department for Local Government
100 Airport Road, 3rd Floor Frankfort, KY 40601
Phone: (502)-573-2382 E-mail: Wendy.Thompson@ky.gov



Elected Official's Information

- Newly Elected Appointed ***

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: _____
Mailing Address: _____ E-Mail: _____

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

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. Please reference your administrative code for your County's policy.



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. (per 109 KAR 2:020 Section 3(8))
- Always make sure your “Name”, “County” and “Office” are legible on your attendance form before submitting it.
- Completed documentation can be submitted by the official or the training provider by 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 of your 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).
- 2022 CPI: 7%
- 2022 Incentive Unit Values Are:
 - 1st unit = \$1,169.77
 - 2nd unit = \$2,339.54
 - 3rd unit = \$3,509.31
 - 4th unit = \$4,679.08



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 forward hours from the previous year.
- Carry forward hours are limited to a maximum of 40 hours that can be carried from one year into **the next consecutive year of service.**



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**.



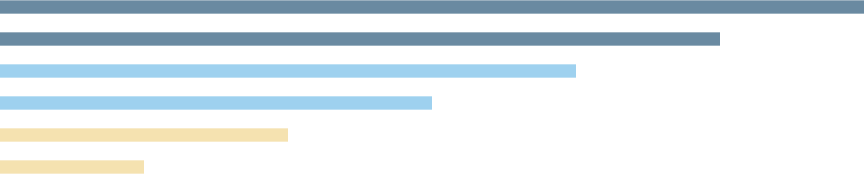
When Will I Receive My Incentive Payment?

- 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.



When Are Letters Issued?

- On average DLG issues incentive letters twice a month (around the 15th & 30th). However, there are times when the time period between incentives is greater than one month.
- Letters are not issued during the months of May and June while we are working fiscal court budgets.



Congratulations on the completion of your 40 hour training unit for calendar year 2022. 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 2022 is \$1,169.77.

Our records show that you have successfully completed 4 unit(s) and are due 4 incentive payment(s) of \$1,169.77 for a total of \$4,679.08. 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
County Officials Training Coordinator

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

Letter of Confirmation for Incentive Achievement



Where Is My Letter?!?!

- Have you given DLG some time to record the training? (usually entered within 2 weeks of receiving)
- Is it May or June? DLG will not process incentive letters during these months so that we can focus all our time on processing county budgets.
- Does DLG have your correct contact information?



How To Access Your Training Information

- Go to the DLG website 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

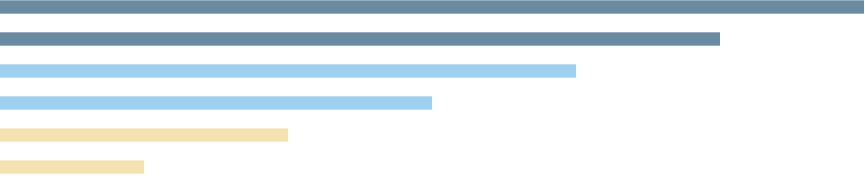
To search for an Official, choose your county and click the <submit> button.

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).



Accessing Your Training Information

Search Criteria

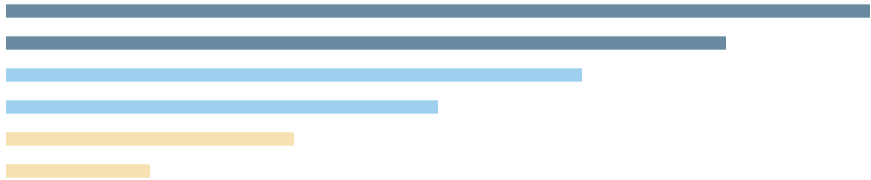
County:

Franklin

If your status is "NP" (non-participant) and you would like to participate, please fill out a [Participation Form](#) (Excel - 104 KB).

Results

STATUS	NAME	COUNTY	JOB TITLE	
810	Banta, Jake T	Franklin	Jailer	VIEW
810	Blackburn, J.W. (James)	Franklin	Magistrate	VIEW
810	Booth, Marti	Franklin	Magistrate	VIEW
810	Hancock, Jeff F	Franklin	County Clerk	VIEW
810	Moore, Lambert	Franklin	Magistrate	VIEW
810	Mueller, Michael P	Franklin	Magistrate	VIEW
810	Quire, Chris	Franklin	Sheriff	VIEW
810	Sebastian, Sherry G	Franklin	Magistrate	VIEW
810	Thompson, Wendy	Franklin	Magistrate	VIEW
810	Tracy, Scotty Lynn	Franklin	Magistrate	VIEW
810	Wells, Huston D	Franklin	Judge/Executive	VIEW



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 or (502) 892-3479.

Classes Completed

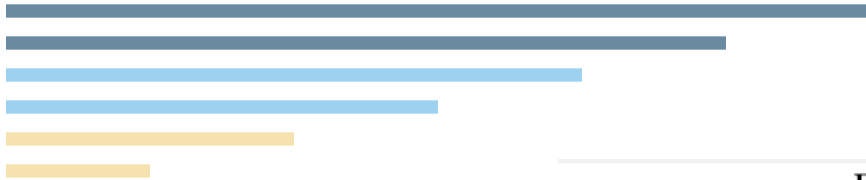
START DATE	COURSE	
10/27/2022	2022 INCENTIVE COMPLETED - Letter Issued	VIEW
09/29/2022	2022 (web-based) KMCA - Broadband Update: Grant Funding, Office of Broadband & Provider Perspective	VIEW
09/29/2022	2022 (web-based) KMCA - State Board of Elections: Election Equipment Grants & Updates	VIEW
09/29/2022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

Relevant Upcoming Classes

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

Accessing Your Training Information

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
TOTAL FOR YEAR 2022		38.75

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
TOTAL FOR YEAR 2021		38.00

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

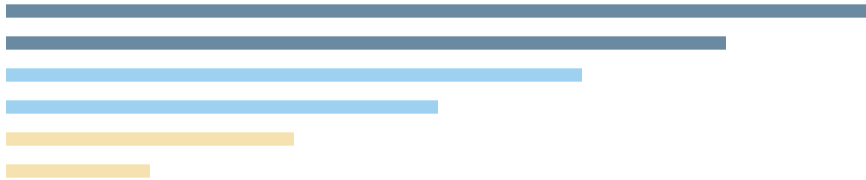
Training Record Transcript





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 Approval Request Form” filled out and submitted to our office along with a “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 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: _____

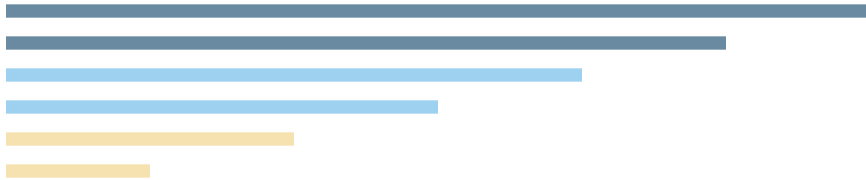
Fax: _____ Website: _____

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*



STATEWIDE SOLID WASTE PLANNING AND RECYCLING WORKSHOP

September 14 and 15, 2022

Lake Cumberland State Resort Park, Jamestown, Kentucky

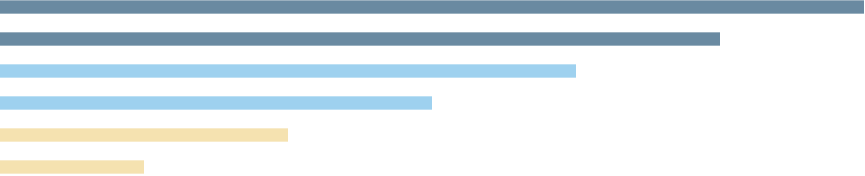
(Park is in *Central Time Zone*)

Wednesday September 14, 2022

- 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? 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 attendance 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.



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 two weeks after a training event has occurred.
- Incentive letters are not automatically generated upon the completion of an incentive unit. Letters are issued usually around the 15th & 30th of each 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 that 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 have to:
 - 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 early to mid 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
 - Direct line at 502-892-3479
 - E-mail: Wendy.Thompson@ky.gov



Contact Us

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