

**COMMONWEALTH OF KENTUCKY
COUNTY OF CAMPBELL
CITY OF COLD SPRING
ORDINANCE NO. 19-1056**

**AN ORDINANCE AMENDING THE CITY OF COLD
SPRING'S CODE OF ORDINANCES RE: DEPARTMENTS, BOARD AND
COMMISSIONS AS SET FORTH IN §36.70**

WHEREAS, the City of Cold Spring has advisory City Council Committees, which the Mayor, at his discretion may choose to utilize; and

WHEREAS, the certain changes to the Ordinance establishing said Committees is needed to insure separation of powers within the City; and

**NOW, THEREFORE BE IT ORDAINED BY THE CITY OF COLD
SPRING, COUNTY OF CAMPBELL, COMMONWEALTH OF KENTUCKY:**

Section I

The City of Cold Spring approves an amendment to the Code of Ordinances, Title III: Administration Chapter 36, Departments, Boards and Commissions:

§ 36.70 ESTABLISHMENT OF JOINT COMMITTEES.

~~The following joint committees along with necessary duties and responsibilities shall be established by this subchapter:~~ The Mayor may at his sole discretion establish the following advisory committees:

- a) Ways and Means Committee;
- b) Public Safety Committee;
- c) Public Works Committee;
- d) Personnel Committee; and
- e) Ad hoc Committee as needed.

§ 36.71 FORMATION OF JOINT COMMITTEES.

- ~~1. Committees (standing and ad hoc) will be comprised of no less than the Mayor and two City Council members. Council members shall be individually appointed by the Mayor subject to the Mayor's attainment of a majority vote of approval by Council for said appointment.~~
- ~~2. Standing Committees membership shall be determined no later than 30 days following enactment of this ordinance and no later than the last day of every post-election year January thereafter.~~
- ~~3. Ad Hoc Committees shall be formed on an "as needed basis" as determined by the Mayor or majority vote of Council. Ad Hoc Committee membership shall occur no later than 30~~

~~days following the establishment of such specific committee.~~

- ~~4. Council members shall submit their requests for standing committee appointments to the mayor no later ten days following the enactment of this ordinance and then no later than the first regular meeting of the City Council caucus every post election year January thereafter. Requests may include alternate committees, but no council member shall be appointed to more than two standing committees and no less than one standing committee.~~

§ 36.72 WAYS AND MEANS JOINT COMMITTEE.

~~The Ways and Means Joint Committee is an ongoing "standing" committee. The Ways and Means Joint Committee shall may:~~

- a) Study and become familiar with the state mandated format for annual municipal budgets;
- b) Review the tentative budget submitted by the Mayor to the City Council and give recommendations to the City Council concerning the tentative budget in connection with the City Council's consideration of the tentative budget;
- c) Review of all sources of revenue and development of income estimates.
- d) Review of all departmental, committee, board, general government and other expenses budgets;
- e) Periodically review actual revenues and expenditures as compared to budgeted amounts for the current year, evaluating variances and reasons for variances. Recommend necessary modifications;
- f) Review all policies and procedures regarding ways and means and make recommendations as appropriate;
- g) Review all other matters pertaining to city finances and by which the name of the committee implies;
- h) Carefully examine into and report upon all matters referred to them by the mayor and council and use due diligence thereon;
- i) Meet no less than monthly; and
- j) Be provided administrative support and materials as deemed necessary by the Mayor to assist in carry out the aforementioned duties.

§ 36.73 PUBIC SAFETY JOINT COMMITTEE.

~~The Public Safety Joint Committee is an ongoing "standing" Committee. The Public Safety Joint Committee shall may:~~

- a) Assist the City Treasurer, at his or her request, in the preparation of the budget for the police department;
- b) Review current and future establishment of policies and procedures regarding the police department and make recommendations as appropriate;
- c) Advise, evaluate and recommend to the mayor and the council all phases of safety in the city regarding the following areas of concern:
- d) Federal, State, County, and city roads, signals, and signs;
- e) Sidewalks;
- f) Law enforcement;
- g) Police/Safety Equipment;
- h) Police/Safety/Vehicles;

- i) Personnel staffing levels;
- j) Citizen involvement in neighborhood watch and other such programs as they develop;
- k) Crime prevention;
- l) Graffiti and gangs;
- m) Emergency management and preparation;
- n) Coordination with other public departments in the city;
- o) Public and private schools;
- p) Storage, usage and disposal of hazardous materials;
- q) Safe business practices in the city;
- r) Traffic; and
- s) Snow removal;
- t) Review all policies and procedures regarding public safety and make recommendations as appropriate; and
- u) Review all other matters pertaining to city safety and by which the name of the committee implies;
- v) Carefully examine into and report on all matters referred to them by the mayor and council, using due diligence thereon;
- w) Meet no less than bi-monthly; and
- x) Be provided administrative support and materials as deemed necessary by the Mayor to assist in carrying out the aforementioned duties.

§ 36.74 PUBLIC WORKS JOINT COMMITTEE.

~~The Public Works Joint Committee is an ongoing "standing" committee.~~ The Public Works Joint Committee ~~shall~~may:

- a) Assist the City Treasurer, at his or her request, in the preparation of the budget for the public works department;
- b) Review current and future establishment of policies and procedures regarding the public works department and makes recommendations as appropriate;
- c) Review requests for streetlights and periodically review the street lighting system within the city;
- d) Advise, evaluate and recommend to the mayor and the council all phases of public works in the city regarding the following areas of concern:
- e) Streets;
- f) Buildings;
- g) Sidewalks;
- h) Mechanical Equipment (HVAC, and the like);
- i) Trucks and other heavy equipment;
- j) Automobile fleet;
- k) Personnel staffing levels;
- l) City grounds;
- m) Snow removal;
- n) Refuse removal;
- o) Emergency management and preparation;
- p) Coordination with other public departments in the city;
- q) Storage, usage and disposal of hazardous materials;
- r) Review all policies and procedures regarding public works and make recommendations as appropriate; Review all other matters pertaining to city public works and by which the

- name of the committee implies;
- s) Carefully examine into and report upon all matters referred to them by the Mayor and Council and use due diligence thereon;
- t) Meet no less than monthly; and
- u) Be provided administrative support and materials as deemed necessary by the Mayor to assist in carry out the aforementioned duties.

§ 36.75 PERSONNEL JOINT COMMITTEE.

The Personnel Joint Committee is an ongoing "standing" committee. The Personnel Joint Committee ~~shall~~ may:

- a) Study and become familiar with the state and federal legislation/requirements for employment and personnel matters;
- b) Assist the Mayor, at his/her request, in the preparation of the budget for the personnel related expenditures;
- c) Assist the Mayor in worker recruitment, selection and interview and make recommendations as appropriate;
- d) Review current and future establishment of personnel policies procedures and make recommendations as appropriate;
- e) Advise, evaluate and recommend to the Mayor and the council all personnel matters in the city regarding the following areas of concern:
- f) Position classification.
- g) Pay plan.
- h) Application and examination.
- i) Appointments.
- j) Probationary periods.
- k) Nepotism.
- l) Promotions, demotions, transfers, disciplinary actions.
- m) Performance appraisal.
- n) Training.
- o) Attendance and leave.
- p) Appeals and grievance procedures.
- q) Benefit and retirement programs.
- r) Workplace policies: harassment, drugs, smoke.
- s) City vehicles.
- t) Workers safety.
- u) Other personnel related matters as appropriate.
- v) Coordination with other public departments in the city.
- w) Review all policies and procedures regarding personnel and make recommendations as appropriate;
- x) Review all other matters pertaining to city personnel matters and by which the name of the committee implies;
- y) Carefully examine into and report upon all matters referred to them by the mayor and council and use due diligence thereon;
- z) Meet no less than monthly; and
- aa) Be provided administrative support and materials as deemed necessary by the Mayor to assist in carrying out the aforementioned duties.

§ 36.76 COMMITTEE MEMBERS DUTIES.

~~It shall be the duty of each committee member to attend all meetings of the committee of which he/she is a member and lend his/her aid and assistance to the proper investigation into and report upon all matters referred to the committee.~~

§ 36.77 GENERAL COMMITTEE DUTIES.

~~It shall be the duty of each standing committee and the members thereof, to carefully examine the ordinances of the city appertaining to the subject with which said committee is especially charged and to endeavor to ascertain from time to time whether the ordinances appertaining to the said subject are being properly regarded and enforced, and whether in their opinion these ordinances are sufficient and satisfactory; reporting from time to time to council such violations as they may ascertain, such changes in ordinances on aforesaid subjects as they may deem proper or any matter connected therewith, which may seem to them to be in the best interest of the city.~~

~~When any matter is referred to any standing committee at any regular or special meeting of council, the committee shall meet and take action on such matters before the next regular meeting, reporting thereon at said meeting and to every subsequent meeting until the matter is finally disposed of. Should any standing committee fail to handle promptly any duties, ordinances, etc that are referred to them for action, the mayor or any council member may request that they show just cause for the delay in their action and that they also be required to make satisfactory reports to the city council at the next regular meeting of council after which notice is given to the committee. Should the committee fail to make a satisfactory report to the council at such time, then council shall make such changes to as necessary to obtain prompt action~~

§ 36.78 MISCELLANEOUS.

1.0. Calling of meetings:

- ~~1.1. Regular meetings: All standing committees shall schedule a time for regularly schedule meetings to occur no less often than as stated elsewhere in this subchapter; All meetings, since advisory in nature and discretion of the Mayor, may be called at the discretion of the Mayor. 1.1 The Mayor at his sole discretion may call any meeting of the advisory committee set forth in the ordinance.~~
- ~~1.2. Special meetings: Special meetings shall be held at any time on the written request of the majority of the committee.~~
- 1.3. All meetings shall be open to the public subject to all Kentucky Open Records and meetings statutes.

2.0. Appointment of members: duration of vacancy.

- ~~2.1. The term for members of council on standing committees shall begin with enactment of this ordinance and on January 1 of each post election January thereafter.~~

~~Terms shall end December 31 of each election year.~~ 2.1 The Mayor may seek any council member to serve on any advisory committee with the consent of each member requested to serve.

~~2.2. The Council may via majority vote of the electorate, from time to time, make such changes in the membership of the standing committee as may be deemed appropriate, except for changes in the Ways and Means Committee.~~

~~2.3. Council shall fill a vacancy in any committee via majority vote of the electorate within a reasonable period of time.~~

§ 36.79 PERMANENT MEETING TIMES.

That the following Joint Committees shall meet as called at the sole discretion of the Mayor follows:

- ~~a) Public Works: Second Monday of each month at 7:00 p.m.~~
- ~~b) Personnel: Second Monday of each month at 7:00 p.m.~~
- ~~c) Safety: Forth Monday of every other month at 7:00 p.m. beginning February 2004.~~
- ~~d) Finance: Second Monday of each month at 6:00 p.m.~~

Section II

That any section, or part of any section, or any provision of this Ordinance which is declared invalid by a Court of appropriate jurisdiction, for any reason, such declaration shall not invalidate, or adversely affect, the remainder of this Ordinance.

Section III

This Ordinance shall take effect and be in full force when passed, published, and recorded according to law.

1st Reading - _____, 2019. Vote: _____, Yes, _____, No

2nd Reading - _____, 2019. Vote: _____, Yes, _____, No

City of Cold Spring
Campbell County, Kentucky

By: _____
David Angelo Penque, Mayor

Attest:

Clerk