

COLD SPRING CITY COUNCIL

MEETING AGENDA

March 25, 2024

7:30 PM

- 1. CALL MEETING TO ORDER**
- 2. PRAYER AND PLEDGE**
- 3. ROLL CALL AND EXIT INSTRUCTIONS**
- 4. ADDITIONS OR DELETIONS TO THE AGENDA**
- 5. ITEMS OF INTEREST TO THE COMMUNITY**
 - The 2024 Mayor's Fishing Derby will be held on Saturday, April 20th, 10:00am to 12:00pm. Please check the website and Facebook page to register. The derby is for kids ages 14 and under. No fishing license is required.
 - The Arbor Day Giveaway will be held on Friday, April 26th from 3:00pm to 6:00pm at the Community Center. We will be handing out one tree/shrub per resident.
 - The 2024 Spring Craft Show will be held on Saturday, April 27th from 10:00am to 3:00pm. We have 46 vendors signed up.
 - If you have not already, contact the City Clerk to be added to the city's email blast. We use this to send out upcoming events and important information.
- 6. APPROVAL OF MINUTES**
 - February 26, 2024 Council Meeting Minutes
 - March 11, 2024 Caucus Meeting Minutes
- 7. RECOGNITION OF SCHEDULED GUESTS**
- 8. RECOGNITION OF UNSCHEDULED GUESTS**
- 9. OLD BUSINESS**
 - Magnolia Kids Academy lease addendum
- 10. NEW BUSINESS**
 - Northern Kentucky Regional Ethics Authority (NKREA) Interlocal Agreement
 - 2024 Northern Kentucky Regional Hazard Mitigation Plan
 - Resolution 24-02, a resolution of the City of Cold Spring adopting the Northern Kentucky Regional Hazard Mitigation Plan
- 11. FOLLOW UP CITIZENS COMMENTS**
- 12. DEPARTMENT REPORTS (IN WRITING)**
 - A. FINANCE**
 - B. POLICE DEPARTMENT**
 - C. PUBLIC WORKS**
 - D. CITY CLERK**
 - E. CENTRAL CAMPBELL FIRE DISTRICT**
 - F. PLANNING & ZONING**
 - G. CODE ENFORCEMENT**
 - H. EVENT COORDINATOR**
 - I. ANIMAL CONTROL**
- 13. COUNCIL COMMENTS**
- 14. ATTORNEY'S COMMENTS**

15. MAYOR'S COMMENTS

16. ADJOURNMENT

Cold Spring Council Minutes
February 26, 2024

The February 26, 2024 council meeting was called to order by Mayor Penque at 7:30pm.

Prayer and pledge were led by the City Clerk

Roll Call & Exit Instructions:

- Present: Mayor Penque, Chris Ampfer, Lisa Cavanaugh, Dave Guidugli, Paul Kloeker, Cindy Moore, Adam Sandfoss (arrived at 7:36pm), City Clerk Robin Morency, City Administrator Steve Taylor, Public Works Director Ron Hitch, Police Chief Steve Collinsworth, Event Coordinator Stacy Klosterman, and City Attorney Brandon Voelker

Additions or Deletions to the Agenda:

- Additions
 - February 22, 2024 special meeting minutes
 - Scheduled Guest, Clint Bradley

Items of Interest to the Community:

- The Senior Brunch is Wednesday, February 28th from 10am to 1pm. Tickets are required for entry.

Approval of Minutes:

- February 22, 2024 special meeting minutes were reviewed by all. Lisa Cavanaugh made a motion. Paul Kloeker seconded the motion. All were in favor. **Motion passed.**

Recognition of Scheduled Guests:

- Clint Bradley spoke to council about violations that he has been receiving in regards to dumpster enclosures for businesses that he manages. He states that dumpster enclosures were not required when those buildings were built. The city clerk is going to search the records for the site plan, to determine the zoning and if dumpster enclosures were required at that time. The violations will be put on hold.

Recognition of Unscheduled Guests: None.

Old Business:

- Ordinance 24-1090, 2nd reading to adopt an ordinance of the City Council of the City of Cold Spring, Kentucky, closing Harvest Trail at US 27 in accordance with the provisions of KRS 82.405 (Alexandria Pike). Adam Sandfoss made a motion. Chris Ampfer seconded. There was discussion about the properties on Harvest Trail. Roll call vote showed 6 yeses and 0 noes. **Motion passed.**

New Business:

- Municipal Order 24-01 reappointing Bill Farah to the Board of Adjustments for a 4-year term. Chris Ampfer made a motion. Adam Sandfoss seconded the motion. All were in favor. **Motion passed.**
- Municipal Order 24-02 reappointing Jim Simpson to the Code Enforcement Board for a 4-year term. Adam Sandfoss made a motion. Chris Ampfer seconded the motion. All were in favor. **Motion passed.**

Follow up Citizen Comments: None.

Cold Spring Council Minutes
February 26, 2024

Department Reports (in writing):

- Police Department: Chief Collinsworth stated that they passed their accreditation inspection, so they are covered for the next four years.
- Central Campbell Fire District: there was discussion about the burn permit that was issued to the property across from Meijer.

Council Comments:

- Cindy Moore asked about the incident that took place in the Community Center. Mayor Penque advised that someone drew on the gym floor with a permanent marker. It was an adult that marked on the floor.
- Lisa Cavanaugh asked Chief Collinsworth to look at the entrance of Starbucks and Heritage. She states that people exiting Starbucks are blocking the entrance to Heritage and maybe we could get a "Do Not Block Entrance" sign.

Attorney Comments: None.

Mayor Comments:

- Mayor Penque asked those who frequent the community center to respect the property; the staff works hard to keep it nice.

Adjournment:

- Lisa Cavanaugh made a motion to adjourn the meeting at 8:10pm. Chris Ampfer seconded the motion. All were in favor. **Motion passed.**

Approved:

City Clerk:

Mayor:

To view the meeting agenda, visit: <https://coldspringky.gov/city-council/meeting-agendas/>

To view the meeting video, visit: <https://coldspringky.gov/meeting-videos/>

Cold Spring Council Minutes

March 11, 2024

Attendance:

- Present: Mayor Penque, Lisa Cavanaugh, Dave Guidugli, Paul Kloeker, Cindy Moore, Adam Sandfoss, City Clerk Robin Morency, City Administrator Steve Taylor, Public Works Director Ron Hitch, Police Chief Steve Collinsworth, and City Attorney Brandon Voelker
- Not Present: Chris Ampfer

The March 11, 2024 caucus meeting was called to order by Mayor Penque at 7:30pm.

Prayer and pledge were led by the City Clerk

Additions or Deletions to the Agenda: None.

Citizen Comments:

- Joe and Sharon Clark (residents of Neltner Drive) are in the process of selling their home and realized that their home is in the Neighborhood Shopping Center (NSC); and this is causing issues with the sale. There was much discussion about the zoning history of the property. Adam Sandfoss suggested that The Clarks talk to their neighbors about reclassifying the zone to residential and then come back to the city, but they need to make sure that all neighbors are aware of what that would mean. The city will also do some research to determine whether the text can be changed.

Recognition of Scheduled Guests:

- Eric & Destini Schout with Magnolia Kids Academy approached council to request funding assistance to install a commercial kitchen in the daycare. They think that this will improve the operations of their business and will also improve the building, which the city owns. Council decided to pay the cost up front for the work, and they can reimburse the city with no interest. This cost will be added to the monthly lease payment. The amendment to the contract will be added to the March council meeting agenda.

Old Business: None.

New Business: None

Committee Report:

- Public Safety – there was discussion about police patrol at redlights throughout the city. Chief Collinsworth stated that Cold Spring stops and writes more citations than any other department in the county.

Follow Up Citizen Comments: None.

Police Department Comments: None.

Council Comments:

- Cindy Moore asked about the upcoming work on 1998. Steve Taylor stated that are scheduled to resurface the road from US 27 to AA Highway.
- Dave Guidugli requested that someone reach out to the City of Crestview to ask if they believe they have ownership of Uhl Road.

Cold Spring Council Minutes

March 11, 2024

- Lisa Cavanaugh asked for some clarification on the raised beds at Apple Orchard Park. Ron Hitch stated that they put those beds in to plant pollinator flowers for the bees and butterflies. A resident has volunteered their time to maintain this. If it goes well, the city will consider doing this in other areas. Ms. Cavanaugh gave an update on the Crestview Memorial Day Parade. They are seeking more participants and veterans to ride in the parade. If you know of anyone who would be interested, call the city building to get in contact with Lisa Cavanaugh. The parade leaves from Cline Elementary at 9:00am.

Attorney Comments: None.

Mayor Comments:

- The Easter Eggstravaganza will be held on March 19, 2024 at 9:00am. The egg hunt will be held near the amphitheater.

Adjournment:

- Mayor Penque adjourned the meeting at 8:45pm

Approved:

City Clerk:

Mayor:

To view the meeting agenda, visit: <https://coldspringky.gov/city-council/meeting-agendas/>

To view the meeting video, visit: <https://coldspringky.gov/meeting-videos/>

**ADDENDUM TO CITY OF COLD SPRING COMMERCIAL LEASE AGREEMENT FOR MAGNOLIA KIDS
ACADEMY**

This ADDEDNUM TO THE COMMERCIAL LEASE AGREEMENT made and entered on February 1st, 2023, by and between the CITY OF COLD SPRING (hereinafter "LESSOR") and ERIK AND DESTINI SCHOUT (hereinafter "LESSEE"). This Addendum is to provide for the advancement of funds from Lessor to Lessees and the subsequent repayment of advancement.

WITNESSETH:

NOW, THEREFORE, the LESSOR and LESSEE by this Addendum, agree to Amend the February 1st, 2023 Commercial Lease Agreement as follows:

1. That the LESSOR will advance up to \$5,100 towards LESSEES building a kitchen for its facility
2. That the agreed upon monthly rent LESSES shall owe will increase by the amount LESSEES accept from LESSOR, divided by the number of months remaining on the lease.
3. That all other terms of the parties' Commercial Lease Agreement shall continue in full force and effect.

City of Cold Spring (Lessor)

Dated this _____ of March, 2024.

By: _____

David Angelo Penque (Mayor)

Erik Schout

Dated this _____ of March, 2024.

By: _____

Erik Schout (Lessee)

Destini Schout

Dated this _____ of March, 2024.

By: _____

Destini Schout (Lessee)

NORTHERN KENTUCKY REGIONAL ETHICS AUTHORITY

This INTERLOCAL COOPERATION AGREEMENT, dated as of the ___th day of ___, 2023, is made and entered into by and among such cities and counties of the Commonwealth of Kentucky as shall become signatories hereto.

WITNESSETH:

WHEREAS, local government officials have a responsibility to the citizens which they serve to ensure that the highest ethical standards are maintained in the performance of their responsibilities; and

WHEREAS, the General Assembly of the Commonwealth of Kentucky has enacted KRS 65.003, which requires cities and counties to enact and enforce a code of ethics governing the conduct of local government officers and employees beginning no later than January 1, 1995; and

WHEREAS, the Interlocal Cooperation Act, KRS 65.210 to 65.300, specifically authorizes public agencies to jointly exercise any authorities that are delegated to the public agency individually; and

WHEREAS, KRS 65.003(2) specifically authorizes cities and counties to utilize the provisions of the Interlocal Cooperation Agreement to implement the requirements of the statute; and

WHEREAS, the parties to this agreement have determined it is in the best interests of their governmental jurisdictions to utilize the authorities granted by KRS 65.210 to 65.300 to create a joint board to implement the enforcement provisions contained in KRS 65.003.

NOW, THEREFORE, it is agreed as follows:

I. Purpose of the Agreement

Consistent with the responsibility imposed on cities and counties to establish the enforcement entity that is responsible for implementation of the enforcement process, the signatories to this agreement are expressly utilizing the authorities contained in the Interlocal Cooperation Act to jointly establish and operate the Northern Kentucky Regional Ethics Authority. Upon establishment of this Authority, its Board of Directors is expressly authorized to create and appoint the membership of an operational committee, to be known as the Northern Kentucky Ethics Enforcement Committee, to carry out the enforcement activities necessitated by the implementation of ethics ordinances by the cities and/or counties that are party to this agreement.

II. Membership

The membership of the Northern Kentucky Regional Ethics Authority is comprised of the chief elected official (Mayor or County Judge/Executive) from the following participating local governments:

1. Mayor, City of Bellevue
2. Mayor, City of Bromley
3. Mayor, City of Cold Spring
4. Mayor, City of Covington
5. Mayor, City of Crescent Springs
6. Mayor, City of Dayton
7. Mayor, City of Dry Ridge
8. Mayor, City of Edgewood
9. Mayor, City of Elsmere
10. Mayor, City of Erlanger
11. Mayor, City of Falmouth
12. Mayor, City of Florence
13. Mayor, City of Highland Heights
14. Mayor, City of Independence
15. Mayor, City of Ludlow
16. Mayor, City of Melbourne
17. Judge/Executive, Owen County
18. Mayor, City of Park Hills
19. Judge/Executive, Pendleton County
20. Mayor, City of Taylor Mill
21. Mayor, City of Southgate
22. Mayor, City of Union
23. Mayor, City of Walton
24. Mayor, City of Williamstown
25. Mayor, City of Wilder
26. Mayor, City of Woodlawn

The members of the Northern Kentucky Regional Ethics Authority shall serve as its Board of Directors. Additional cities or counties may become members of the Northern Kentucky Regional Ethics Authority by properly adopting and signing this agreement.

III. Functions and Powers

A. Northern Kentucky Regional Ethics Authority

1. The Northern Kentucky Regional Ethics Authority (“the Authority”) is expressly authorized to establish and select the membership that will serve on the

Northern Kentucky Ethics Enforcement Committee (“the Committee”). Each member of the Board of Directors of the Authority shall select the members to serve on the enforcement committee. The appointment(s) made by the members of the Authority shall be subject to the approval of the relevant local government’s legislative body. No member of the Committee shall hold any elected or appointed office, whether paid or unpaid, or any position of employment with any local government that is party to this agreement. The persons chosen to serve on this Committee shall serve in this position for a period of two years, and may be reappointed for any number of consecutive terms. All members of the Committee shall serve without compensation, but shall be reimbursed for all necessary and reasonable expenses.

B. Northern Kentucky Ethics Enforcement Committee

The Northern Kentucky Ethics Enforcement Committee is expressly authorized to perform all activities necessary to ensure the comprehensive enforcement of the ethics ordinances enacted by the signatories of this agreement. The responsibilities mandated by KRS 65.003 which are imposed on this committee are as follows:

1. Maintenance of financial disclosure statements submitted by the public officials, offices and employees as designated in each local government’s ethics code. All financial disclosure statements are deemed public documents and are subject to inspection under the Kentucky Open Records Act.
2. Receipt of complaints alleging possible violations of the ethics codes.
3. Issuance of opinions in response to inquiries relating to the ethics codes.
4. Investigation of possible violations of the codes of ethics.
5. Imposition of penalties provided for violations to the codes of ethics.

The Northern Kentucky Ethics Enforcement Committee is hereby designated all powers and authorities necessary to organize itself and adopt rules of procedures as deemed necessary to accomplish these responsibilities. The Committee shall elect a Chairperson annually from its membership, who shall be presiding officer and a full voting member of the Committee. To ensure the orderly procedural implementation of these responsibilities, the Northern Kentucky Enforcement Committee is expressly authorized to enter into agreements with the Northern Kentucky Area Development District to provide necessary support services.

IV. Financing

All costs associated with the implementation of the authorities outlined in this agreement are to be borne as follows:

1. Every participating governmental jurisdiction shall remit a fee of \$600 on January 1st of each year to cover the direct costs of the Northern Kentucky Regional Ethics Authority and its enforcement committee. Three hundred dollars (\$300.00) of the fee will go toward administrative expenses such as collection and retention of financial disclosure forms, etc. To the extent the additional funds are not utilized during the year of remittal, the balance will be applied to the next year's fee. All direct costs associated with enforcement activities necessitated by an investigation of an allegation shall be borne by local government whose code is the catalyst for the investigation.

V. Duration of Agreement

This agreement shall be in perpetuity unless terminated as outlined in Section VI of this agreement.

VI. Termination of Agreement

Any member of this agreement may terminate its membership by providing written notice to the remaining members sixty (60) days prior to the effective date of its withdrawal. In the event a participating member withdraws for this agreement, the member shall forfeit its right to any equipment or supplies that have been acquired by the Northern Kentucky Regional Ethics Authority for operation of the organization. In the event this agreement is terminated completely and no members remain party to this agreement. The supplies, equipment, and any unexpended funds shall be divided proportionally among its members.

In support of this INTERLOCAL COOPERATION AGREEMENT, and as the duly authorized agent for the City of Cold Spring, I have hereunto set my hands this ____ day of _____, 2024.

D. Angelo Penque
Mayor, City of Cold Spring

Notarization

AGENCY NAME

CODE OF ETHICS

A motion to establish a code of ethical conduct applicable to the board and employees of the [Jurisdiction].

WHEREAS, the board members of this agency are committed to the operation of [this agency/district name] in a manner that manifests the highest moral and ethical standards among its board members, officers and employees and desire to maintain the trust and confidence of the public in the discharge of the agency's mission and duties.

WHEREAS, the Kentucky League of Cities' model ethics ordinance is used as source material in order to update previous code of ethics to align with the Commonwealth of Kentucky's Revised Statutes.

NOW, THEREFORE, by formal action of the legislative body of the [agency/district name] taken on the [Dayth of Month, Year]:

SECTION 1. Title.

This policy shall be known and may be cited as the "[Agency/district name] Code of Ethics."

SECTION 2. Findings.

The legislative body of the [agency/district name] finds and declares that:

- (A) Public office and employment with the [agency/district] are public trusts.
- (B) The vitality and stability of the governance of this [agency/district] depends upon the public's confidence in the integrity of its board members and employees. Whenever the public perceives a conflict between the private interests and public duties of a board member or employee, that confidence is compromised.
- (C) The legislative body of this [agency/district] has a duty to provide its citizens with standards by which they may determine whether public duties are being faithfully performed, and to make its board members and employees aware of the standards which

the citizenry rightfully expects them to comply with while conducting their public duties.

SECTION 3. Purpose and Authority

- (A) It is the purpose of this policy to provide a method of assuring that standards of ethical conduct and financial disclosure requirements for board members and employees of the city shall be clearly established, uniform in their application, and enforceable, and to provide the officers and employees of the city with advice and information concerning potential conflicts of interest which might arise in the conduct of their public duties.
- (B) It is the further purpose of this ordinance to meet the requirements of KRS (Kentucky Revised Statutes) 65.003.
- (C) This ordinance is enacted under the power vested in the city by KRS 82.082 and pursuant to the requirements of KRS 65.003.

SECTION 4. Definitions.

As used in this policy, unless the context clearly requires a different meaning:

- (A) “Agency” means any board, commission, authority, non-stock corporation, or other entity created, either individually or jointly, by this city/county.
- (B) “Business” means any corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, holding company, joint stock company, receivership, trust, professional service corporation, or any legal entity through which business is conducted for profit.
- (C) “Candidate” means any individual who seeks appointment, nomination, or election to a city office. An individual is a candidate when the individual files a notification and declaration for nomination for office with the county clerk or the secretary of state, or is nominated for office by a political party, or files a declaration of intent to be a write-in candidate with the county clerk or secretary of state.
- (D) “City or County” refers to _____, Kentucky.
- (E) “City or County business” means any discussion of specific issues that go beyond general information.
- (F) "Confidential information" means information obtained in the course of holding public office or employment, or as a contractor to the city, which is not available to members of the public and which the officer or employee is not authorized to disclose, except to designated individuals or bodies, including written and non-written information. When such information is also available through channels open to the public, officers and employees are not prohibited from disclosing the availability of those channels.

- (G) "Consultant" means an independent contractor, professional person, or entity engaged by the city or advising a city officer, and in a position to influence a city decision or action or having access to confidential information.
- (H) "Customer or client" means:
1. Any person or entity which has supplied goods or services during the previous 24 months, having a total value greater than \$ [REDACTED]; or
 2. Any person or entity to which an officer or employee's outside employer or business has supplied goods or services during the previous [REDACTED] months, having a total value greater than \$ [REDACTED], but only if the officer or employee knows or has reason to know the outside employer or business supplied the goods or services.
- (I) "Domestic partner" is an adult, unrelated by blood, with whom an unmarried or separated officer or employee has an exclusive committed relationship, maintains a mutual residence, and shares basic living expenses.
- (J) "Employee" means any person, whether full-time, part-time, seasonal, or temporary, and whether paid or unpaid, who is employed or provides service to the city. The term "employee" shall not include any contractor or subcontractor or any of their employees.
- (K) "Enforcement committee" means the appointed body charged with the responsibility to investigate ethics complaints for the enforcement of this ordinance.
- (L) "Ethics board" see Enforcement committee.
- (M) "Family Member" means a spouse, parent, child, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent or grandchild.
- (N) "Immediate family member" means a spouse, domestic partner, and, whether by blood, adoption, marriage, guardianship, or domestic partnership, a child who is not emancipated and who resides in the officer's or employee's household, or a person claimed by the officer or employee, or the officer's or employee's spouse or domestic partner, as a dependent for tax purposes.
- (O) "Financial benefit" includes any money, service, license, permit, contract, authorization, loan, discount, travel, entertainment, hospitality, gratuity, or any promise of any of these, or anything else of value. This term does not include legal campaign contributions.
- (P) "Financial interest" is a relationship to something where a direct or indirect financial benefit has been, will be, or might be received as a result of the relationship.

- (Q) "Household" includes anyone whose primary residence is in the officer's or employee's home, including nonrelatives who are not paying rent or staff.
- (R) "NKREA" means the Northern Kentucky Regional Ethics Authority which this city has been recognized as a member and vested by this policy with the responsibility of appointing members to the Enforcement committee to enforce this jurisdiction's code of ethics.
- (S) "Officer" means any person, whether full-time or part-time, and whether paid or unpaid, who is one of the following:
1. Mayor or Judge Executive;
 2. Council member, Commissioner, or Magistrate;
 3. City or County Clerk;
 4. City or County Administrator/Manager;
 5. Police Chief;
 6. Fire Chief (other than volunteer);
 7. Any other person that occupies a nonelected office create pursuant to KRS 83A.080; or
 8. A member of the governing body of any jurisdiction who has been appointed to that agency by the city or county.
- (T) "Official act" means any legislative, administrative, appointive, or discretionary act of any public official or employee of the city/county, or any agency, board, committee, or commission thereof.
- (U) "Personal benefit" includes benefits other than those that are directly financially advantageous. These include financial benefits to immediate family members, business associates, as well as non-financial benefits to these people and to oneself, including such things as reputation and the success of one's career.
- (V) "Personal interest" means a relationship to something where a personal benefit has been, will be, or might be obtained by certain action or inaction with respect to it.
- (W) "Social media" is understood to be content created by individuals using the internet. Social media examples include Facebook, Instagram, YouTube, Twitter, LinkedIn, Snapchat, Reddit, TikTok, and blogs.

- (X) “Subordinate” means another official or employee over whose activities an official or employee has direction, supervision, or control.
- (Y) “Substantial debtor or creditor” means any person or business owed more than \$, except from debts arising from the purchase of a primary residence or the purchase of consumer goods, which are bought or used primarily for person, family, or household purposes.
- (Z) “Transaction” means any matter, including but not limited to, contracts, work, or business with the city, the sale or purchase of real estate by the city, and any request for zoning amendments, variances, or special permits pending before the city, upon which a public officer or employee performs an official act or action.

STANDARDS OF CONDUCT

SECTION 5. Conflicts of Interest in General.

Every officer and employee of the city/county and every agency shall comply with the following standards of conduct:

- (A) No officer or employee, or any immediate family member of any officer or employee, shall have an interest in a business or engage in any business, transaction, or activity which is in substantial conflict with the proper discharge of the officer’s or employee’s public duties.
- (B) No officer or employee shall intentionally use, or attempt to use, their official position with the city/county to secure unwarranted (or unsolicited) privileges or advantages for themselves or others.
- (C) No officer or employee shall intentionally take, or fail to take, any discretionary action, or agree to take, or fail to take, any discretionary action, or influence, or attempt to influence any other officer or employee to take, or fail to take, any discretionary action on any matter before the city/county in order to obtain a personal or financial benefits for any of the following:
 - 1. The officer of the employee.
 - 2. A family member.
 - 3. An outside employer.
 - 4. Any business in which the officer or employee, or any family member, has a financial interest, including, but not limited to:

- i. An outside employer or business of theirs, or of their family member, or someone who works for such outside employer or business;
 - ii. A customer or client; or
 - iii. A substantial debtor or creditor of theirs, or of their family member.
 - 5. Any business with which the officer or employee of any family member is negotiating, or seeking prospective employment, or other business or professional relationship.
 - 6. A person or entity from whom the officer or employee has received an election campaign contribution of a total of more than \$ [REDACTED] during the past election cycle (this amount includes contributions from a person's immediate family, or business, as well as contributions from an entity's owners, directors, or officers, as well as contributions to the officer, or employee's party committee, or noncandidate political committee).
 - 7. A nongovernmental civic group, social, charitable, or religious organization of which they, or their immediate family member, is an officer or director.
- (D) No officer or employee shall be deemed in violation of any provision in this section if, by reason of the officer's or employee's participation, vote, decision, action, or inaction, no personal or financial benefit accrues to the officer or employee, a family member, an outside employer, or a business as defined in subsection (C)(4-5) of this section, as a member of any business occupation, profession, or other group, to any greater extent than any gain could reasonably be expected to accrue to any other member of the business, occupation, profession, or other group.
- (E) Every officer or employee who has a prohibited financial interest which the officer or employee believes, or has reason to believe, may be affected by their participation, vote, decision, or their action taken within the scope of their public duties shall disclose the precise nature and value of the interest, in writing, to the governing body of the [REDACTED] or agency served by the officer or employee, and the disclosure shall be entered on the official record of the proceedings of the governing body. The officer or employee shall refrain from taking any action with respect to the matter that is the subject of the disclosure pursuant to Section 8 of this ordinance.

SECTION 6. Conflicts of interest in Contracts

- (A) No officer or employee of the city/county or any agency shall directly or through others undertake, execute, hold, or enjoy, in whole or in part, any contract made, entered into, awarded, or granted by the [REDACTED] or agency, with the following exceptions:

1. The prohibition in subsection (A) of this section shall not apply to contracts entered into before an elected officer filed as a candidate for city office, before an appointed officer was appointed to a city/county or agency office, or before an employee was hired by the city/county or agency. However, if any contract entered into by a city or city agency officer or employee before he or she became a candidate, was appointed to office, or was hired as an employee, is renewable after he or she becomes a candidate, assumes the appointed office, or is hired as an employee, then the prohibition in subsection (A) of this section shall apply to the renewal of the contract unless the disclosures required by subpart 3 below are satisfied.
2. The prohibition in subsection (A) of this section shall not apply if the contract is awarded after public notice and competitive bidding, unless the officer or employee is authorized to participate in establishing the contract specifications, or awarding, or managing the contract. If the officer or employee has any of the authorities as set forth in the preceding sentence, then the officer or employee shall have no interest in the contract, unless the disclosures required by subpart 3 below are satisfied.
3. The prohibition in subsection (A) of this section shall not apply in any case where the following requirements are satisfied:
 - a. The specific nature of the contract transaction and the nature of the officer's or employee's interest in the contract are publicly disclosed at a meeting of the governing body of the city/county or agency.
 - b. The disclosure is made a part of the official record of the governing body of the city/county or agency before the contract is executed.
 - c. The finding is made by the governing body of the city/county or agency that the contract with the officer or employee is in the best interest of the public and the city/county or agency before the contract is executed.
 - d. The finding is made as part of the official record of the governing body of the city/county or agency before the contract is executed.

(B) Any violation of this section shall constitute a Class A misdemeanor, and upon conviction, the court may void any contract entered into in violation of KRS 61.252. Additionally, violation of this section shall be grounds for removal from office or employment with the city in accordance with any applicable provisions of state law and ordinances, rules or regulations.

SECTION 7. Incompatible Offices

- (A) Pursuant to Section 165 of the Kentucky Constitution, no officer or employee of the city/county may also be a state officer, deputy state officer, or member of the General Assembly, or an officer of any county, city, or other municipality.

- (B) Pursuant to KRS 61.080, no officer may also hold a city/county (opposite of your jurisdiction) position. In addition, the statute also states that the following offices are incompatible with any other public office:
1. Member of the Public Service Commission of Kentucky;
 2. Member of the Workers' Compensation Board;
 3. Commissioner of a fiscal court;
 4. County indexer;
 5. County judge executive;
 6. Member of the legislative body; and
 7. Mayor of a city.
- (C) In addition to the constitution and statutory provisions, there are common law incompatibilities defined by the courts. Officers and Employment positions are deemed incompatible when one office or position of employment was inherently inconsistent in function with the other. This incompatibility occurs when there arises an implication that the duties and responsibilities of both cannot be performed at the same time with a necessary degree of impartiality and honesty.
- (D) KRS 61.090 provides that the acceptance of an incompatible office operates to vacate the first office.

SECTION 8. Withdrawal from Participation.

- (A) An officer or employee must refrain from acting on, or discussing, formally or informally, a matter before the city/county, if acting on the matter, or failing to act on the matter, may personally or financially benefit any of the persons, or entities, listed in Section 5(C) above. Such officer or employee should leave the room if it is a public meeting conducted under KRS 61.810 and KRS 61.815.
- (B) Withdrawal at a meeting requires the public announcement, on the record, of the reason for withdrawal.
- (C) Ongoing conflict: An officer or employee whose outside employment, or other outside activity or relationship, can reasonably be expected to require more than sporadic withdrawal must resign, or cease such outside employment or activity. An officer or employee should not begin employment, or an activity or relationship that can reasonably be expected to require more than sporadic withdrawal that can reasonably be expected to require more than sporadic withdrawal. If a prospective officer or employee is in such a situation, they should

not accept the position with the city/county.

SECTION 9. Receipt of Gifts.

- (A) No officer or employee of the city/county, or any agency, shall directly, or indirectly, through any other person, or business, solicit, or accept any gift having a market value of more than \$_____, whether in the form of money, service, loan, travel, entertainment, hospitality, thing, or promise, or any other form, under circumstances where it could reasonably be inferred that the gift was intended to influence, or could reasonably be expected to influence the officer or employee in the performance of their public duties.
- (B) Certain items are typically excluded from this provision. Examples of these items include:
 - 1. Gifts received from family members.
 - 2. Gifts accepted on behalf of the city/county and transferred to the city/county.
 - 3. Reasonable travel and travel-related expenses, cost of administration, food and beverages, and entertainment furnished in connection with certain specified public events, appearances, ceremonies, economic development activities, or fact-finding trips related to official government business.
 - 4. Usual and customary loans made in the ordinary course of business.
 - 5. Awards, including certificates, plaques, and commemorative tokens presented in recognition of public service.
 - 6. Informational, promotional, and educational items.

SECTION 10. Use of City Property, Equipment and Personnel.

No officer or employee of the city/county shall use, or permit the use of, any city time, funds, personnel, equipment, or other personal or real property, for the private use of any person, unless the use is available to the general public, and then only to the extent and upon the terms that such use is available to the general public.

SECTION 11. Nepotism Prohibited.

- (A) No officer or employee of the city/county, or an agency, shall advocate, recommend, or cause the employment, appointment, promotion, transfer, or advancement of a family member to an office, or position of employment with the city/county or agency.
- (B) No officer or employee of the city/county, or agency, shall supervise or manage

the work of a family member.

- (C) No officer or employee shall participate in any action relating to the employment, do discipline of a family member, except that this prohibition shall not prevent an elected or appointed officer from voting on, or participating in, the development of a budget, which includes compensation for a family member, provided that the family member is included only as a member of a class of persons, or a group, and the family member benefits to no greater extent than any other similarly situation member of the class or group.
- (D) The prohibitions in this section shall not apply to any relationship or situation that would violate the prohibition, but which existed prior to the effective date of the ordinance establishing this code of ethics.

SECTION 12. Representation of Interests Before City Government.

- (A) No officer or employee shall represent any person, group, or business, other than the city/county, in connection with any cause, proceeding, application, or other matter pending before the city/county, or any agency.
- (B) Nothing in this section shall prohibit any officer or employee from representing themselves in matters concerning their own interests.
- (C) No elected officer shall be prohibited by this section from making an inquiry for information, on behalf of a constituent, if no compensation, reward, or other thing of value is promised to, given to, or accepted by the officer, whether directly or indirectly, in return for the inquiry.

SECTION 13. Misuse of Confidential Information.

No officer or employee of the city/county, or any agency, shall intentionally use, or disclose, information acquired in the course of their official duties, if the primary purpose of the use, or disclose, is to further their personal or financial interest, or the personal or financial interest of another person, group, or business. Information shall be deemed confidential, if it is not subject to disclosure pursuant to the Kentucky Open Records Act at the time of its use or disclosure.

SECTION 14. Political Solicitation.

- (A) An officer, employee, or candidate may not request, or authorize, anyone else to request that any subordinate, or potential future subordinate, participate, or not participate, in any political activity, including the making of a campaign contribution.
- (B) An officer, employee, or candidate may not engage in any political activity for the city/county: while on duty; or in uniform; using governmental funds, supplies,

vehicles, or facilities, in uniform; or during any period of time during which they are normally expected to perform services for the city/county, for which compensation is paid.

SECTION 15. Patronage.

No officer or employee may promise an appointment, or use their influence to obtain an appointment, to any position, as a reward for any political activity or contribution.

SECTION 16. Outside Employment.

- (A) An officer or employee shall not accept any employment, or enter into any contracts, that result in a conflict of interest with their duties as an officer or employee of the city/county.
- (B) An employee of the city may be self-employed, or may take occasional or part-time jobs, if, in the opinion of their supervisor and the mayor/city council/judge executive/city commission/board of commissioners (executive authority).
- (C) Employees wishing to take off-duty employment shall have the written approval of their supervisor and the executive authority.
- (D) Employees or officers holding management-level positions shall notify the executive authority prior to creating, contracting with, or being employed by an agency or business firm other than the city for the executive authority's written approval.
- (E) City employment shall remain the first priority, and if at any time the outside employment interferes with an employee's job requirements or performance, the employee shall be required to modify the conditions of the outside employment or terminate either the off-duty employment or their governmental employment.

SECTION 17. Post-Employment Restriction.

- (A) No officer or employee of the city/county, or agency, shall appear before the city/county, or agency, or receive compensation for services rendered on behalf of any person in relation to any particular matter with respect to any matter on which the officer or employee personally worked while in the service of the city/county, or agency, for a period of one year after the termination of the officer's or employee's service with the city/county, or agency.
- (B) No officer or employee of the shall make, participate in making, or use their official position to influence a decision involving the interests of a person with whom they are seeking, negotiating, or securing an agreement concerning future employment.

- (C) No officer or employee shall disclose, or use, without appropriate authorization, any confidential information acquired in the course of the official duties.

SECTION 18. Fees and Honoraria.

- (A) An officer or employee shall not accept any compensation, or honorarium, in consideration for an appearance, speech or article unless the appearance, speech, or article is both related to the officer's or employee's employment or activities outside of public service and unrelated to the officer's or employee's duties.
- (B) This section shall not preclude an officer or an employee from obtaining reasonable travel and travel-related expenses.

SECTION 19. Endorsements.

- (A) No officer or employee in their official capacity may publicly endorse products or services for their own personal or financial interest, or for their family member's personal or financial interest.
- (B) However, this does not prohibit an officer or employee from answering inquiries by other governmental officials, consumer organizations, or product information services regarding products or services.

SECTION 20. Complicity with or Knowledge of Others' Violations.

No officer or employee may, directly or indirectly, induce, encourage, or aid anyone to violate any provision of this code. If an officer or employee knows, or has reasonable suspicion to believe, that someone has violated this code, they are required to report it to the Ethics Enforcement Committee pursuant to Section 38 of this ordinance.

SECTION 21. Falsely Impugning Reputation.

An officer or employee may not falsely impugn the reputation of a resident, employee, or an officer of another jurisdiction. If an officer or employee believes their accusation to be true, and then learns that it was false, even in part, they should apologize in the same forum and manner where the accusations were made. A failure to apologize within a reasonable period of time after learning of the falseness of the accusations will create the presumption that the conduct was intentional.

SECTION 22. Meeting Attendance.

All elected officers, and members of city boards and commissions are expected to attend their meetings. It is a violation of this code to miss more than of the meetings in a 12-month period.

SECTION 23. Social Media.

- (A) Officials, elected or otherwise, can maintain a personal presence on social media. However, to be considered personal, there can be no mention of their status as an official. Any mention of their status potentially changes the nature of the page to one for public agency requiring record keeping in accordance with the Kentucky Department of Library and Archives retention schedule and subjecting the entire page to Open Records requests.
- (B) Officials who want to interact with the community on social media in their role as a city official are required to maintain a separate social media account from their personal account, if they have one. Officials will notify the clerk of any official page(s) utilized. The clerk will maintain an updated list of official pages of city officials.
- (C) Officials shall conduct themselves as a representative and act respectfully.
- (D) Elected official pages shall clearly indicate that any content posted, or submitted for posting, is subject to public disclosure. Additionally, guidelines, if any, shall be posted conspicuously on the page.
- (E) No comments shall be deleted unless in violation of posted guidelines. Deleted comments shall be provided to the city clerk and must be saved for one year.
- (F) City officials shall not conduct city business through social media. If receiving a specific request from a resident, the city official shall direct the resident to contact the official through official lines of communication, such as email or phone.
- (G) Elected officials shall not discuss issues pending before the legislative body. Elected officials may seek public input but shall not respond to comments. Engaging in substantive conversations on social media could require retention of the posts and may violate the Open Meetings Act if other elected officials are also engaging in the discussion.

SECTION 24. Email.

- (A) Emails sent or received by officials relating to official business shall be retained according to the Kentucky Department of Library and Archives schedule for emails. This includes the use of personal email accounts if they are used to conduct official business and may be subject to the Open Records requests.
- (B) It is recommended that officials maintain an official email address.

FINANCIAL DISCLOSURE

SECTION 25. Who Must File.

- (A) The following classes of officers and employees, and agencies, shall file an annual statement of financial interests with the Ethics Enforcement Committee or the administrative official designated:
1. A Board of [trustees/director] member.
 2. Elected Officials.
 3. Candidates for Elected Office.
 4. Chief Executive Officer or Administrator.
 5. Chief Deputy Executive Officer or Administrator, or Chief Assistant.
 6. The Treasurer.
 7. The City/County Clerk.
 8. Board Members of any Policymaking Board.
 9. Any officer or employee whose job description or actual duties involve any type of negotiation, authorization, or approval of contracts, leases, franchises, revocable consents, concessions, variances, special permits, or licenses; and the purchase, sale rental, or lease of real property, personal property, or services; and the obtaining of grants of money or loans.

SECTION 26. When to File Statements and Amended Statements.

- (A) The initial state of financial interests required by this section shall be filed with the Ethics Enforcement Committee or the administrative official designated as the custodian of the statement of financial interests by the Ethics Enforcement Committee, no later than 5 p.m. April 15th. All subsequent statements of financial interest shall be filed no later than 5 p.m. on April 30th each year provided that:
1. An officer or employee newly appointed to fill an office or position of employment with the city/county, or an agency, shall file their initial statement no later than 30 days after the date of the appointment.
 2. A candidate for an elected office shall file their initial statement no later than 30 days after the date on which the person becomes a candidate for elected office.

- (B) The Ethics Enforcement Committee or the designated administrative official may grant a reasonable extension of time for filing a statement of financial interests for good cause shown.
- (C) In the event there is a material change in any information contained in a financial statement that has been filed with the Ethics Enforcement Board or the designated administrative official, the officer or employee shall, no later than 30 days after becoming aware of the material change, file an amended statement with the Ethics Enforcement Committee.
- (D) By June 30th of each year, the Ethics Enforcement Committee or the designated administrative official must review all annual financial disclosure statements filed to determine whether any person required to file such a statement has failed to file it, has filed a deficient statement, or has filed a statement that reveals a possible, or potential, violation of this code. If the Ethics Enforcement Committee or the designated administrative official determines that an annual, or transactional, disclosure statement is deficient, or reveals a possible or potential violation of this code, the Ethics Enforcement Committee or the designated administrative official will notify the person in writing of the deficiency, or possible, or potential violation, and the penalties for failure to comply with this code.

STATEMENT 27. Form of the Statement of Financial Interests.

- (A) The statement of financial interests shall be filed on a form prescribed by the Ethics Enforcement Committee or the designated administrative official, or an approved alternative.
- (B) The Ethics Enforcement Committee or the designated administrative official, along with the City/County Clerk, will annually review the list of officials and employees required to file annual disclosure statement, to determine whether the lists are complete and accurate.
- (C) In the event that an officer or employee files a similar statement of financial interest with another jurisdiction, a copy of that statement of financial interest may be submitted in lieu of the form prescribed, so long as the form contains the information requested in the prescribed statement of financial interests form and is required by this ordinance.
- (D) The failure of the Ethics Enforcement Committee or the designated administrative official to deliver a copy of the form to any officer or employee shall not relieve the officer or employee of the obligation to file the statement.

SECTION 28. Control and Maintenance of the Statements of Financial Interests.

- (A) The Ethics Enforcement Committee or the designated administrative official shall

be the “official custodian of the statements of financial interests and shall have control over the maintenance of the statements of financial interest. Statements of financial interests shall be maintained by the Ethics Enforcement Committee or the designated administrative official as the “custodian” of public documents and be available for public inspection immediately upon filing.

- (B) A statement of financial interests shall be retained by the Ethics Enforcement Committee or the designated administrative official pursuant to the Kentucky Department of Libraries and Archives schedule as follows:
1. Upon the expiration of two years after the person ceases to be an officer or employee of the jurisdiction, the Ethics Enforcement Committee or the designated administrative official shall cause to be destroyed any statement of financial interests or copies of the statements filed by the person.
 2. Upon expiration of two years after any election at which a candidate for elected city office was not elected or nominated, the ethics board shall cause to be destroyed any statements of financial interests or copies of those statements filed by the person.

SECTION 29. Contents of the Financial Interests Statement.

- (A) The Statement of financial interest shall include the follow information for the preceding calendar year:
1. The name, current business address, business telephone number, and home address of the filer.
 2. The title of the filer’s office, office sought, or position of employment.
 3. The occupation of the filer and the filer’s spouse or domestic partner.
 4. Information that identifies each source of income of the filer and the filer’s immediate family members exceeding **five thousand dollars (\$5000)** during the preceding calendar year, and the nature of the income (e.g., salary, commission, dividends, retirement fund distribution etc.)
 5. The name and address of any business located within the state in which the filer, or any member of the filer’s immediate family, had at any time during the preceding calendar year an interest of **ten**

thousand dollars (\$10,000) at fair market value or five percent (5%) ownership interest or more.

6. The name and address of any business located outside of the state, if the business has engaged in any business transactions with the jurisdiction or agency during the past three years, or which is anticipated to engage in any business transactions with the city, in which the filer, or any member of the filer's immediate family, had at any time during the preceding calendar year an interest of ten thousand dollars (\$10,000) at fair market value or five percent (5%) ownership interest or more.
7. A designation as commercial, residential, or rural, and the location of all property within the county, other than the filer's primary residence, in which the filer, or any member of the filer's immediate family, had during the preceding calendar year an interest of ten thousand dollars (\$10,000) or more.
8. Each source, by name and address, of gifts or honoraria having aggregate fair market value of one hundred dollars (\$100) or more from a single source, excluding gifts received from family members, received by the filer or any member of the filer's immediate family, during the preceding calendar year.
9. Each source, by name and address, or campaign contributions having an aggregate fair market value of one hundred dollars (\$100) or more from a single source, excluding contributions received from family members, during the preceding calendar year.
10. The name and address of any substantial debtor or creditor owed more than ten thousand dollars (\$10,000), excluding debts arising from the purchase of a primary residence, student loans, or the purchase of consumer goods which are bought or used primarily for person, family, or household purposes.

- (B) Nothing in this section shall be construed to require any officer or employee to disclose any specific dollar amounts, nor the names of individual clients, nor customers of businesses listed as sources of income.

SECTION 30. Noncompliance with Filing Requirement.

- (A) The Ethics Enforcement Committee or the designated administrative official, shall notify by certified mail, or electronic mail with proof of delivery and read receipts, each person required to file a statement of financial interests who fails to file the statement by the due date, files an incomplete statement, or files a statement in a form that was not prescribed and does not contain the required

information. The notice shall specify the type of failure or delinquency, shall establish a date by which the future or delinquency shall be remedied, and shall advise the person of the penalties for violation.

- (B) Any person who fails, or refuses, to file the statement, or who fails, or refuses, to remedy a deficiency in the filing identified in the notice under subsection (A) within the time established in the notice shall be guilty of a civil offense and shall be subject to a civil fine imposed by the Ethics Enforcement Committee in an amount not to exceed twenty five dollars (\$25) per day, up to a maximum civil fine of five hundred dollars (\$500). Any civil fine imposed by the Ethics Enforcement Committee, under this section, may be recovered by NKREA in a civil action in the nature of debt if the offender fails, or refuses, to pay the penalty within the prescribed period of time.
- (C) Any person who intentionally files a statement of financial interest which they know to contain false information, or intentionally omits required information, shall be guilty of a Class A misdemeanor.

ENFORCEMENT

SECTION 31. Ethics Enforcement Committee.

- (A) The [Commission/Council/etc.] designates the Northern Kentucky Regional Ethics Authority as the appointing body for the Ethics Enforcement Committee and shall become a signatory of the interlocal agreement.
- (B) This jurisdiction, as required by the interlocal agreement and this ethics ordinance, hereby designates the Ethics Enforcement Committee as its ethics board and shall comply with the powers and duties set forth in this ethics ordinance.
- (C) The [Executive Officer] or designee shall act as the member serving on the Northern Kentucky Regional Ethics Authority and shall act within the by-laws and procedures established by the interlocal agreement.
- (D) The Ethics Enforcement Committee shall consist of seven members who shall be appointed by NKREA.
- (E) Ethics Enforcement Committee members shall serve until their successor has been appointed, in the same manner as the original appointment.
- (F) No member of the Enforcement Committee shall hold any elected, or appointed, office whether paid or unpaid, or any position of employment with the city, or any city agency. No member of the Enforcement Committee may be, or have been within two years prior to appointment, an officer or employee, consultant, or

contractor of an NKREA members' jurisdiction; an officer in a political party or political committee; a candidate or an active member of the campaign of a candidate, for any office within the NKREA members' jurisdictions. Nor should a member, nor any member of their immediate family, have, within the last years prior to appointment sought any special benefits from the city, directly or indirectly.

- (G) A member of the Enforcement Committee may be removed by NKREA for misconduct, incapacity, or willful neglect of duties. Before any member of the Enforcement Board is removed from office under this section, the member shall be afforded the opportunity for a hearing before NKREA.
- (H) The Enforcement Committee shall have the following powers and duties:
 - 1. To initiate on its own motion a complaint, receive a complaint, and investigate those complaints, hold hearings, and make findings of fact and determinations with regard to alleged violations of the provisions of this ordinance.
 - 2. To issue orders in connection with its investigations and hearings requiring persons to submit in writing, and under oath, reports and answers to questions relevant to the proceedings and to order testimony to be taken by deposition before any individual designated by the Enforcement Committee.
 - 3. To administer and to issue orders requiring the attendance and testimony of witnesses, and the production of documentary evidence relating to an investigation or hearing being conducted by the Enforcement Committee.
 - 4. To refer any concerns violations of this ordinance to the appropriate person(s).
 - 5. To render advisory opinions to as requested by officials or employees from NKREA member jurisdictions.
 - 6. To enforce the provisions of this ordinance with regard to all officers and employees of member jurisdictions, who are subject to its terms by issuing appropriate orders and imposing penalties authorized by this ordinance.
 - 7. To control and maintain all statements of financial interests that are required to be filed by this ordinance, and to ensure that the statements are available for public inspection, in accordance with the requirements of this ordinance and the Kentucky Open Records Act.

8. To adopt rules and regulations and to take other actions, as necessary, to implement the provisions of this ordinance, provided that the rules, regulations, and actions are not in conflict with the provisions of this ordinance or any state or federal law.

SECTION 32. Reprisals Against Persons Disclosing Violations Prohibited.

- (A) No officer or employ shall subject to reprisal, or directly or indirectly use, to threaten to use any official authority, or influence, in any manner whatsoever which tends to discourage, restrain, deter, prevent, interfere with, coerce, or discriminate against any person who, in good faith, reports, discloses, divulges, or otherwise brings to the attention of the Enforcement Committee, or any other agency or officer of the jurisdiction of the commonwealth any facts or information relative to an actual or suspected violation of this ordinance.
- (B) This section shall not be construed as:
 1. Prohibiting disciplinary or punitive action if an officer or employee discloses information which they know:
 - a. To be false or which they disclose with reclass disregard for its truth or falsity.
 - b. To be exempt from required disclosure under the provisions of the Kentucky Open Records Act, KRS 61.870 to 61.884.
 - c. Is confidential under any other provision of law.

SECTION 45. Penalties.

- (A) Except when another penalty is specifically set forth in this ordinance or by state or federal law, any officer or employee who is found by the Enforcement Committee to have violated any provision of this ordinance shall be deemed guilty of a civil offense and may be subject to a civil fine imposed by the Enforcement Committee not to exceed one thousand dollars (\$1000), which may be recovered by NKREA in a civil action in the nature of debt if the offender fails to pay the penalty within a prescribed period of time.
- (B) In addition to all other penalties which may be imposed under this ordinance, any officer or employee who is found by the Enforcement Committee to have violated any provision of this ordinance shall forfeit to the jurisdiction an amount equal to the economic benefit, or gain, which the officer or employee is determined to have been the result of a violation, as determined by the Enforcement Committee. The amount of any forfeiture may be recovered by this jurisdiction in the nature of debt if the offender fails to pay the amount of the forfeiture within a prescribed period of time.

- (C) In addition to all other penalties which may be imposed under this ordinance, a finding by the Enforcement Committee that an officer or employee is guilty of a violation of this ordinance shall be sufficient cause for removal, suspension, demotion, or other disciplinary action by the [Executive Authority] or any other officer having the power of removal or discipline. Any action to remove or discipline any officer or employee for a violation of this ordinance shall be taken in accordance with all applicable ordinances and regulations and all applicable laws of the commonwealth.

SECTION 46. Conflicting Ordinances Repealed.

All other ordinances and parts of ordinances in conflict with this ordinance are hereby repealed to the extent of the conflict.

SECTION 47. Effective Date.

This ordinance shall take full force and effect immediately upon publication as required by KRS 83A.060.

Given first reading on the ____ day of _____, 20__.

Given second reading and duly enacted by the legislative body of the _____ of _____ on the ____ day of _____, 20__.

[Mayor/Judge Executive]

ATTEST:

[City/County] Clerk

ORDER/RESOLUTION NO. _____

Your jurisdiction

AN ORDER/RESOLUTION ACCEPTING THE RE-APPOINTMENT OF MARCUS CAREY, DARRYL CUMMINS, ROBERT SANDERS, TOM QUIRK, BRYCE C. RHOADES, AND JACK WESTWOOD AND THE APPOINTMENT OF JAMES DADY AS MEMBERS OF THE NORTHERN KENTUCKY REGIONAL ETHICS AUTHORITY ENFORCEMENT COMMITTEE FOR A TWO-YEAR TERM, COMMENCING FEBRUARY 1, 2023 AND EXPIRING ON JANUARY 31, 2025.

* * *

WHEREAS, Ordinance No. Your Ethics Ordinance # (as amended) established a code of ethical conduct applicable to the officers and employees of Your jurisdiction and its agencies; and

WHEREAS, Your jurisdiction entered into an inter-local agreement to join the Northern Kentucky Regional Ethics Authority (NKREA) to implement said CODE OF ETHICS; and

WHEREAS, Article III(A) of the Inter-local gives the NKREA Authority Board the authorization to select members of the NKREA Enforcement Committee subject to the approval of each member jurisdiction's relevant legislative body;

WHEREAS, the Authority Board re-nominated Marcus Carey, Darryl Cummins, Robert Sanders, Tom Quirk, Jack Westwood, and Bryce Rhoades to each serve a two-year term on the NKREA Enforcement Committee;

WHEREAS, NKREA Enforcement Committee Member James Dady was appointed by the NKREA Authority Board to fill the committee's vacancy; and

NOW, THEREFORE,
BE IT RESOLVED BY THE _____ OF

_____, _____ COUNTY, KENTUCKY:

Section 1

That the appointment of Marcus Carey, Darryl Cummins, Robert Sanders, Tom Quirk, Bryce Rhoades, Jack Westwood and James Dady as members of the NKREA Enforcement Committee for a two-year term commencing on February 1, 2023 and expiring on January 31, 2025 is hereby approved.

Section 2

That this order/resolution shall take effect and be in full force when passed and recorded according to law.

JUDGE/EXECUTIVE or MAYOR

ATTEST:

CLERK

Passed: _____



2024 NORTHERN KENTUCKY REGIONAL HAZARD MITIGATION PLAN

PLAN OVERVIEW AND SAMPLE ADOPTION RESOLUTION

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INTRODUCTION

FEMA requires each jurisdiction included in the regional hazard mitigation plan to adopt the plan. Since the early 2000s, Northern Kentucky jurisdictions have submitted their hazard mitigation plan as a multi-jurisdictional region hazard mitigation plan, with the NKADD leading the efforts to gather community input, write the report, and work towards getting the plan adopted. NKADD staff created this plan adoption packet to inform cities and counties about the updated 2023 Northern Kentucky Regional Hazard Mitigation plan and assist them in the adoption process. The updated plan can be viewed at <https://www.nkadd.org/hazard-mitigation-planning/>.

FEMA approved a new Hazard Mitigation Plan policy in 2022, and it was enacted in 2023. The Northern Kentucky Regional Hazard Mitigation Plan follows the requirements outlined in the new policy. The new policy differs from the previous policy in two ways. It requires participation from each jurisdiction in the region. The regional plan includes 60 jurisdictions in Northern Kentucky, and each jurisdiction must

approve the plan. The policy also allows two methods for jurisdictional resolution approval: all adoption resolutions submitted with the plan and approvable pending adoption (explained later in the document). The approval adoption process option for the 2023 Northern Kentucky Regional Hazard Mitigation Plan.

Hazard Mitigation planning is the foundation for guiding risk reduction investments. These investments build community resilience to future natural hazard events. The local mitigation planning process brings partners together to inform a risk reduction strategy that can be implemented using a wide range of public and private resources. Local mitigation plans demonstrate the commitment to mitigation across multiple sectors, such as Infrastructure and economic development, to reduce natural hazard risk.

Community resilience is the ability of a community to prepare for anticipated hazards, adapt to changing conditions, and withstand and recover rapidly from disruptions. Activities such as disaster preparedness (which includes prevention, protection, mitigation, response, and recovery) and reducing community stressors (the underlying social, economic, and environmental conditions that can weaken a community) are critical steps to resilience.

BACKGROUND

The local mitigation plan guides risk-informed decision-making at the local level. Local governments, including special districts, can use the mitigation plan to guide climate adaptation, resilience, land use, and economic development planning. Local hazard mitigation plans form the foundation of a community's long-term strategy to reduce disaster losses and break the cycle of disaster damage, reconstruction, and repetitive damage. The Federal Emergency Management Agency (FEMA) supports local mitigation planning to achieve the following:

- Foster partnerships among all levels of government.
- Develop and strengthen non-governmental and private partnerships.
- Promote more disaster-resilient and sustainable communities.
- Reduce the costs associated with disaster response and recovery by promoting mitigation activities.

Local jurisdictions are responsible for ensuring that the plan's mitigation strategy complies with all applicable legal requirements related to civil rights to ensure nondiscrimination. Such compliance can help achieve equitable outcomes through the mitigation planning process for all communities, including underserved communities¹ and socially vulnerable populations.

FEMA defines equity as the consistent and systematic fair, just and impartial treatment of all individuals. Equity must be central in its development to ensure that the planning process and outcomes of the local mitigation plan benefit the whole community. Inclusive planning processes take time, and thoughtful planning needs to be set up to provide everyone with the resources necessary to participate meaningfully, make progress, and benefit from hazard mitigation. Equity is not just an important

¹ [Executive Order 13985 On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#) defines "underserved communities" as "populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life..."

principle; it is essential to reducing risk to the whole community,² particularly for those who face barriers to accessing assistance and for populations that are disproportionately affected by disasters. The entire community includes individuals and communities, the private and nonprofit sectors, faith-based organizations, and all levels of government (regional/metropolitan, state, local, tribal, territorial, insular area and federal). The mitigation plan is an opportunity to counter some of those barriers and intentionally plan for reducing the risk to all communities.

Climate change increases the frequency, duration, and intensity of natural hazards, such as wildfires, extreme heat, drought, storms, heavy precipitation, and sea level rise. Communities are feeling the impacts of a changing climate now.³ Many of these trends will likely continue for decades.⁴ These variations create new risks to state and local governments and challenge pre-existing mitigation plans. They also pose a unique threat to the nation's most at-risk populations by exacerbating the impacts of disasters on underserved and socially vulnerable populations who already experience the most significant losses from natural hazards.

Many states and communities have been planning for climate change through climate adaptation efforts. According to the National Climate Assessment, climate adaptation refers to “actions taken at the individual, local, regional, and national levels to reduce risks from even today’s changed climate conditions and to prepare for impacts from additional changes projected for the future.”⁵ While climate adaptation efforts may be undertaken separately or in addition to the all-hazards mitigation planning process, hazard mitigation and climate adaptation are complementary efforts with the same goal: long-term risk reduction for people and increased safety for communities. The key difference between hazard mitigation and climate adaptation is that hazard mitigation encompasses all natural hazards, including short-term, episodic events that may or may not be connected to climate change. Climate adaptation efforts and plans are focused on reducing the risk to and mitigating impacts from actual or expected causes of climate change. As natural disasters cross geographic boundaries and increase in frequency and intensity, the need to support intersecting plans is more significant than ever. Adapting to the expected impacts of climate change is a form of hazard mitigation. A hazard mitigation plan that addresses climate change in its risk assessment and includes adaptation actions in its mitigation strategy may reduce risk to current and future events.

SUMMARY OF PLAN

ELEMENT A – PLANNING PROCESS

The planning process section of the mitigation plan documents how the plan was developed, who was involved and what data and information were used to build or update the plan. A successful planning effort includes active participation and buy-in from community leaders, stakeholders, and the public. The

² National Preparedness Goal, [Second Edition](#), 2015

³ U.S. Global Change Research Program, [Fourth National Climate Assessment, Volume II: Impacts, Risks, and Adaptation in the United States](#), 2018.

⁴ Intergovernmental Panel on Climate Change, [The Physical Science Basis. Contribution of Working Group 1 to the Sixth Assessment Report of the Intergovernmental Panel on Climate Change](#), 2021.

⁵ U.S. Global Change Research Program, [Fourth National Climate Assessment, Chapter 28: Reducing Risks through Adaptation Actions](#), 2018.

[National Mitigation Framework](#) emphasizes the valuable role of collaboration among various sectors to ensure that mitigation capabilities continue to grow and that comprehensive mitigation includes strategies for all community sectors. Examples of sectors with mitigation capabilities are those agencies and stakeholders responsible for:

- Emergency management.
- Economic development.
- Land use and development.
- Housing.
- Health and social services.
- Infrastructure (including transportation and other community lifelines).
- Natural and cultural resources.

In addition, FEMA's [National Response Framework, 4th Edition](#), identifies critical [community lifelines](#), which are the most fundamental services in the community that, when stabilized, enable all other aspects of society to function. Community lifelines include the following:

- Safety and Security.
- Food, Water, Shelter.
- Health and Medical.
- Energy.
- Communications.
- Transportation.
- Hazardous Material.

Efforts to mitigate potential impacts to community lifelines are key to building resilience. These community lifelines connect to the sectors in the National Mitigation Framework and the Recovery Support Functions under the [National Disaster Recovery Framework](#); the same agencies and departments that support these sectors also often support community lifelines and the recovery mission.

Involving members from these key sectors in the planning process will result in a shared understanding of risks. It will also help build widespread support for directing financial, technical, and human resources toward natural hazard risk reduction.

ELEMENT B – RISK ASSESSMENT

The Risk Assessment identifies the hazards that can affect jurisdictions participating in the mitigation plan. It analyzes each of these hazards with respect to where each hazard might affect the planning area (location), its potential magnitude (extent), how often events have happened in the past (previous occurrences), how likely they are to occur in the future (future probability); what parts of the community are most likely to be affected (vulnerability); and the potential consequences (impacts).

There is no prescribed method for how to present this information, and the location, extent, previous occurrences, and future probability can be described or illustrated in a way that satisfies all requirements together. For example, one map with explanatory text could provide information on some hazards' location, extent, and future probability.

Risk Assessments provide the factual basis for activities proposed in the strategy to reduce losses from identified hazards. Therefore, it is essential to use current and accurate information, even if the most sophisticated technology is not available to analyze it. This analysis provides the basis for the actions in the Mitigation Strategy, so local risk assessments must provide sufficient information to enable the jurisdiction to identify and prioritize appropriate mitigation actions to reduce losses from identified hazards. Risk Assessments need to clarify the connection between the vulnerabilities identified for participating jurisdictions and the actions they will take to minimize losses to people and property.

ELEMENT C – MITIGATION STRATEGY

The mitigation strategy is the long-term blueprint for reducing the potential losses identified in the risk assessment. The Stafford Act directs local mitigation plans to describe hazard mitigation actions and establish a strategy to implement those actions. Therefore, all other requirements for a local mitigation plan lead to and support the mitigation strategy as a means to reduce risk and vulnerabilities over the long term.

The mitigation strategy includes the development of goals and prioritized hazard mitigation actions. Goals are long-term policy statements and global visions that support the mitigation strategy. A critical step in the development of specific hazard mitigation actions and projects is assessing existing authorities, policies, programs, resources, and capabilities to use or modify local tools to reduce losses and vulnerability from profiled hazards.

For the 2023 Northern Kentucky Regional Hazard Mitigation Plan, the existing goals and actions are either reaffirmed or updated based on current conditions. These include completing hazard mitigation initiatives, an updated or new risk assessment, or changes in state or local priorities while adding new goals and actions as needed.

ELEMENT D – PLAN MAINTENANCE

The mitigation plan is a living document that guides actions over time. Continually documenting the process makes the next plan update easier. The plan is a blueprint for reducing risk and protecting community investments. Having a process for maintaining the plan reflects the recognition that things change. Not only is there a need to track progress on implementing the mitigation strategy, but new information may become available, and disasters may happen. The plan needs to be revisited at regular intervals to keep it relevant, and the planning team needs to decide how that will be done. At a minimum, this must be done every five years, but it should also be done after major disaster events or if new conditions significantly change risk.

Plan maintenance means keeping the plan accurate, current, and relevant over the five-year approval period. It includes monitoring, evaluating, and updating the plan – and generally keeping the planning process active. Plan maintenance is critical to ensure participants use the plan to continually reduce hazard risk.

ELEMENT E – PLAN UPDATE

To continue to effectively represent the jurisdiction's overall strategy for reducing its risks from natural hazards, the mitigation plan must reflect how current conditions have changed since the last plan. This will require an assessment of the current development patterns and development pressures, as well as an evaluation of any new hazard or risk information. The plan update is an opportunity for the jurisdiction to assess its previous goals and action plan, evaluate progress in implementing hazard mitigation actions, and adjust its actions to address the current realities.

If growth conditions and community priorities have changed very little (such as through new leadership, new funding sources or recent hazard conditions), much of the text in the updated plan may be unchanged. This is acceptable as long as the plan still fits the priorities of the community and reflects the current conditions. Plan readers can recognize a good plan update by its documentation of the community's progress or changes in their hazard mitigation program, along with the community's continued engagement in the mitigation planning process.

Where jurisdictions have experienced changes in development (planned, increase or decline), the plan update must discuss how development changes have altered vulnerability. If no development changes have occurred since the last version of the plan, this must be stated.

Where hazard risk has not changed significantly, a jurisdiction may use the update process to review and verify existing risk information. The updated risk assessment must document which information has been reviewed and remains accurate.

ELEMENT F – PLAN ADOPTION

Adoption by the local governing body or bodies demonstrates the jurisdiction's commitment to the hazard mitigation goals and actions outlined in the plan. Adoption legitimizes the plan and authorizes responsible agencies to perform their responsibilities. Updated plans are adopted anew to demonstrate the community's recognition of the current planning process, acknowledge changes from the previous five years, and validate the priorities for hazard mitigation actions. Without adoption, the jurisdiction has not completed the mitigation planning process and will not be eligible for certain FEMA assistance, such as HMA or HHPD grant program funding for mitigation actions.

ALL ADOPTION RESOLUTIONS SUBMITTED WITH PLAN

Under this option, a community with a single-jurisdictional plan, or all participating communities that are part of a multi-jurisdictional plan, include documentation of plan adoption when they initially submit the plan to the state for review. This documentation is usually a resolution by the governing body, but it may include any other method of adoption allowed by local laws.

The state is responsible for performing an initial review of the plan before sending it to FEMA. This includes checking that each jurisdiction seeking approval participated in the planning process and met the requirements. After receiving the draft plan from the state, FEMA conducts its review and will approve the plan if it meets all requirements stated in Section 4 of this guide. The plan approval date begins the five-year approval period and sets the expiration date for the plan. All participating jurisdictions will have the same approval date. The official approval date and the plan's expiration date are both indicated on the signed FEMA approval correspondence.

Under this option, the jurisdiction(s) adopt(s) the plan before submitting it to FEMA. It is important to recognize that the state and/or FEMA may require revisions to the plan that will change the plan's final content. Jurisdictions are encouraged to use flexible adoption resolution language that leaves room for any required revisions that occur after adoption, if local laws invalidate the adopted resolution language used in the plan. If it is not allowable per local laws, jurisdictions may need to re-adopt the plan after revisions are made. All jurisdictions must adopt the plan in accordance with local laws and regulations.

APPROVABLE PENDING ADOPTION

Approvable Pending Adoption (APA) status is used when jurisdictions submit the final draft of a local hazard mitigation plan for review prior to formal jurisdictional adoption. The APA status allows FEMA to communicate to the plan participant(s) that the plan is ready for adoption. ***It is important to note that APA is not the same as having an approved plan.*** To reach approval, all participating jurisdictions must adopt the plan in accordance with local regulations.

Under this option, the state and FEMA review the draft local mitigation plan. The state is responsible for checking that each jurisdiction seeking approval participated in the planning process and has met all requirements except adoption. Once this is completed, the state sends the plan to FEMA. FEMA then

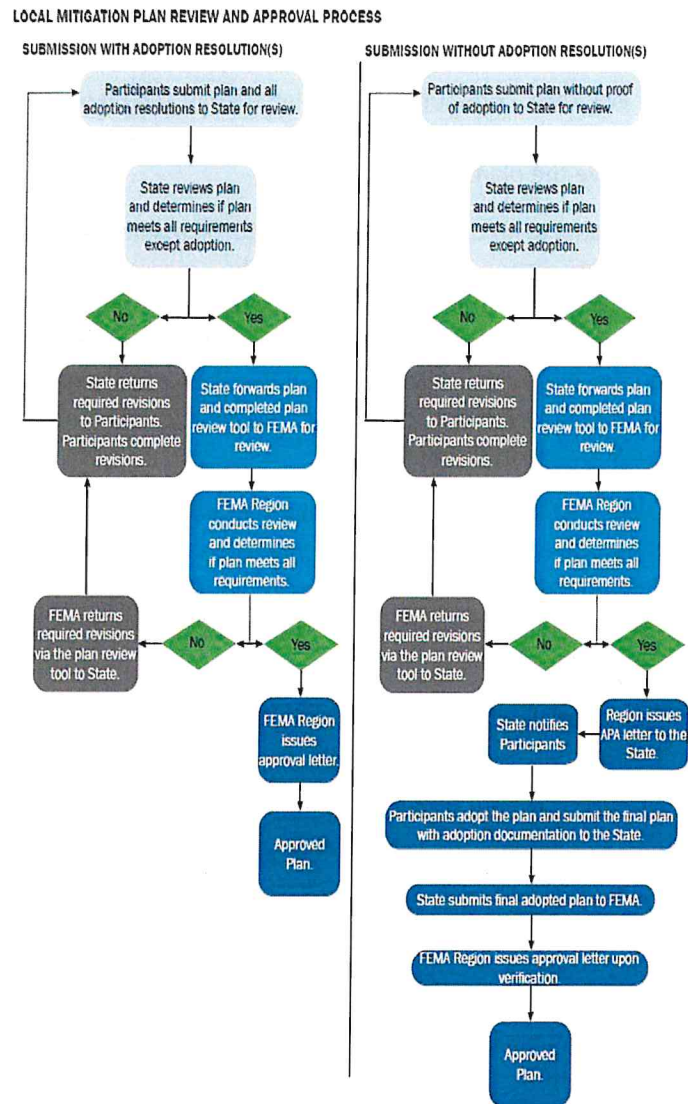


Figure 1 shows the two paths that multi-jurisdictional plans can follow to achieve approved status: Submission With Adoption Resolution(s) and Submission Without Adoption Resolution(s).

completes its review. When FEMA determines that the plan as a whole and each participating jurisdiction has met all the requirements except adoption, FEMA will inform the state (e.g., by sending an electronic communication or letter) that the plan is in APA status. The state informs the local governments that the plan is in APA status and that local adoption must be completed for FEMA to approve the plan.

According to 44 CFR § 201.6(a)(4), “Multi-jurisdictional plans may be accepted, as appropriate, as long as each jurisdiction has participated in the process and has officially adopted the plan.” For multi-jurisdictional plans, FEMA will grant APA status for the plan as a whole when the plan and each participating jurisdiction have met all of the requirements except adoption (Element F). APA status will not be granted to individual jurisdictions on a piecemeal basis. If some jurisdictions are unable to meet all the requirements, the plan submittal may include notification that those jurisdictions are not participating at that time.

Once FEMA receives documentation of at least one adoption resolution, the status is changed from APA to Approved for the entire plan and for that jurisdiction. This status change establishes the start and expiration dates for the plan approval period. Beyond that, it only means that the jurisdiction that provided proof of adoption is approved; **each participating jurisdiction must adopt the plan to be approved.**

Participating jurisdictions that adopt the plan more than one year after APA status has been issued must either:

- Validate that their information in the plan remains current with respect to both the risk assessment (no recent hazard events, no changes in development) and their mitigation strategy (no changes necessary); or
- Make the necessary updates before submitting the adoption resolution to FEMA.

The plan approval date begins the five-year approval period and sets the expiration date for the plan. For single and multi-jurisdictional plans, the official plan approval date and [plan expiration date](#) are indicated on the official FEMA approval letter. All participating jurisdictions in the multi-jurisdictional plan will have the same expiration date regardless of their own jurisdiction’s adoption date. The date indicated on FEMA’s approval letter is the official approval date. A jurisdiction with a plan in APA status does not meet the requirement for an approved mitigation plan to apply for and receive assistance.

Figure 1 shows the two paths that multi-jurisdictional plans can follow to achieve approved status: Submission With Adoption Resolution(s) and Submission Without Adoption Resolution(s).

ELEMENT G – HIGH HAZARD POTENTIAL DAMS

Critical infrastructure like dams and levees provide recreation, water supply, floodplain management, energy, and other important functions. Dam owners and operators can be private, nonprofit, or public. They are important participants/stakeholders in local mitigation planning processes.

The National Dam Safety Program Act (Pub. L. 92–367), as amended, 33 U.S.C. § 467f-2, authorizes FEMA to provide High Hazard Potential Dams (HHPD) Rehabilitation Grant Program assistance for the rehabilitation of dams that fail to meet minimum dam safety standards and pose unacceptable risk to life

2/14/2024

and property. At a minimum, local mitigation plans must address the subset of state-regulated dams considered HHPDs.⁶ The Federal Guidelines for Dam Safety; Hazard Potential Classification System⁷ for Dams states that dams assigned the high hazard potential classification are those where failure or mis-operation will probably cause loss of human life.

Hazard mitigation goals are broad, long-term policy and vision statements. Goals do not need to mention specific actions, specific dams, or use the term “high hazard potential dam.” Projects submitted for consideration for HHPD funding must be consistent with the goals and actions identified in the current, approved hazard mitigation plan.

NKADD staff is available to present the updated regional hazard mitigation and resolution adoption at a future regular meeting or provide you with additional information so you can place the resolution adoption on your meeting agenda. If you have any questions, please don’t hesitate to contact Katie Jo Kirkpatrick, Strategic Initiative Manager, at katiejo.kirkpatrick@nkadd.org or 859.692.2482.

⁶ Dams eligible for the HHPD classification have additional requirements and, therefore may not include all HHPDs within the local jurisdiction. This subset of dams is defined at 33 U.S. Code (U.S.C.) § 467(4)(A) and 33 U.S.C. § 467f-2(4).

⁷ FEMA/ICODS, 2004

NORTHERN KENTUCKY REGIONAL HAZARD MITIGATION PLAN FAQ

Why do we need a hazard mitigation plan?

Developing a hazard mitigation plan helps to:

- Increase education and awareness of natural hazards and community vulnerabilities
- Build partnerships with government, organizations, businesses, and the public to reduce risk
- Identify long-term strategies for risk reduction with input from stakeholders and the public
- Identify cost-effective mitigation actions that focus resources on the greatest risk areas
- Integrate planning efforts and risk reduction with other community planning efforts
- Align risk reduction with other state, tribal or community objectives
- Communicate priorities to potential funders

What are the benefits of submitting a multi-jurisdiction regional hazard mitigation plan (MJHMP)?

Multi-jurisdictional hazard mitigation planning can be an effective process to build partnerships between communities that face common hazard risks, leading to shared solutions. It can also help build a foundation to shift priorities as risks and vulnerabilities change. Hazard mitigation plans are prepared and adopted by communities with the primary purpose of identifying, assessing, and reducing the long-term risk to life and property from hazard events. Effective mitigation planning can break the cycle of disaster damage, reconstruction, and repetitive losses. Hazard mitigation plans can address a range of natural and human-caused hazards. Plans can be developed for a single community or as a multi-jurisdictional plan that includes multiple jurisdictions and counties across a region.

We are adopting a resolution to approve the plan before it receives approval from FEMA. What happens if FEMA recommend changes after you approve the plan?

By submitting the plan for review and approval at the same time as we are asking jurisdictions to approve and adopt the plan, the final FEMA approval can be expedited, and communities will be able to receive mitigation funds from FEMA. The recommendations made by the state and FEMA during the review process are similar to the annual updates and thus don't require reapproval and readoption of the current plan.

How often do we need to adopt a Hazard Mitigation Plan?

The Northern Kentucky Regional Hazard Mitigation Plan is a five-year plan. The next complete plan update will be due in 2028. Collaborating with the local and regional hazard mitigation committees, NKADD staff will provide each jurisdiction with a yearly status update as outlined in Element D – Plan Maintenance. Starting in 2026, staff will work with the local and regional hazard mitigation committees to update the plan for 2028.

Where can I find the FEMA-approved Northern Kentucky Hazard Mitigation Plan and the yearly updates?

The approved hazard mitigation plan can be found on the NKADD website at <https://www.nkadd.org/hazard-mitigation-planning/>.

CITY OF COLD SPRING, KY
RESOLUTION NO. 24-02

A RESOLUTION OF THE CITY OF COLD SPRING ADOPTING THE NORTHERN KENTUCKY REGIONAL HAZARD
MITIGATION PLAN, 2024

WHEREAS the City of Cold Spring recognizes the threat that natural hazards pose to people and property within Cold Spring; and

WHEREAS the City of Cold Spring has prepared a multi-hazard mitigation plan, hereby known as the Northern Kentucky Regional Hazard Mitigation Plan, 2024, in accordance with federal laws, including the [Robert T. Stafford Disaster Relief and Emergency Assistance Act](#), as amended; the [National Flood Insurance Act of 1968](#), as amended; and the [National Dam Safety Program Act](#), as amended; and

WHEREAS the Northern Kentucky Regional Hazard Mitigation Plan, 2024 identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in the City of Cold Spring from the impacts of future hazards and disasters and

WHEREAS adoption by the City of Cold Spring demonstrates its commitment to hazard mitigation and achieving the goals outlined in the Northern Kentucky Regional Hazard Mitigation Plan, 2024.

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF COLD SPRING KY, THAT:

Section 1. The City of Cold Spring adopts the Northern Kentucky Regional Hazard Mitigation Plan, 2024. While content related to Cold Spring may require revisions to meet the plan approval requirements, changes occurring after adoption will not require Cold Spring to re-adopt any further iterations of the plan. Subsequent plan updates following the approval period for this plan will require separate adoption resolutions.

Adopted by a vote of ____ in favor and ____ against, and ____ abstaining, this day of
_____ day of _____, _____.

D. Angelo Penque, Mayor

Robin Morency, City Clerk

CITY OF COLD SPRING
MASTER SUMMARY PRO FORMA
 BUDGET COMPARISON
 FOR THE EIGHT MONTHS ENDING FEBRUARY 29, 2024

	Year to Date Actual	Year to Date Budget	Year to Date (under)/over	% of Budget	Annual Budget	Annual % of Budget
<u>REVENUE:</u>						
GENERAL REVENUE	3,766,497.26	3,552,791.02	213,706.24	106.02%	4,011,024.00	88.58%
PARK REVENUE	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!
STORM WATER	191,912.41	278,275.00	(86,362.59)	68.97%	248,700.00	111.89%
FORFEITURE FUND	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!
M.A.R.F.	126,305.14	116,883.32	9,421.82	108.06%	116,890.00	99.99%
	4,084,714.81	3,947,949.34	136,765.47	103.46%	4,376,614.00	90.21%
<u>EXPENSES:</u>						
PERSONNEL	1,538,113.51	1,619,834.62	(81,721.11)	94.95%	1,878,011.00	86.25%
OPERATIONS	10,128,774.77	3,439,233.70	6,689,541.07	294.51%	5,350,938.00	64.27%
TOTAL EXPENSES	11,666,888.28	5,059,068.32	6,607,819.96	230.61%	7,228,949.00	69.98%
<u>TRANSFERS IN:</u>						
M.A.R.F.	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!
SIDEWALK	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!
TOTAL TRANSFERS IN	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!
<u>TRANSFERS OUT:</u>						
GENERAL FUND	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!
STRATEGIC PLANNING FUND	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!
SIDEWALK	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!
M.A.R.F.	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!
TOTAL TRANSFERS OUT	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!
SURPLUS	(7,582,173.47)	(1,111,118.98)	(6,471,054.49)	682.39%	(2,852,335.00)	38.95%

CITY OF COLD SPRING
REVENUE - BUDGET COMPARISON
January 2024

Ordinary Income/Expense	February 24	Budget	Jul - Feb 24	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Income							
411000 · PROPERTY TAX	18,436.65	0.00	1,002,781.67	1,000,000.00	2,781.67	100.28%	1,000,000.00
411100 · DELINQUENT PROPERTY TAX	0.00		2,869.71				
413000 · FRANCHISE FEES	0.00	1,263.00	23,680.12	2,784.00	20,896.12	850.58%	25,000.00
413500 · TELECOMMUNICATIONS TAX	4,487.70	4,487.69	35,901.60	35,901.52	0.08	100.0%	52,429.00
414000 · TANGIBLE TAX	320.53	0.00	70,917.57	68,800.00	2,117.57	103.08%	78,000.00
415000 · INSURANCE TAX	125,399.52	150,000.00	769,550.92	752,000.00	17,550.92	102.33%	850,000.00
415100 · MOTOR VEHICLE TAX	12,331.78	12,500.00	85,139.76	80,300.00	4,839.76	106.03%	105,943.00
416000 · BANK SHARES	0.00	0.00	57,416.62	30,000.00	27,416.62	191.39%	40,000.00
421000 · OCCUPATIONAL LICENCES	0.00	17,600.00	30.00	330,700.00	-330,670.00	0.01%	980,000.00
421100 · PAYROLL TAX	190,765.39	0.00	1,005,428.75	658,000.00	347,428.75	152.8%	658,000.00
422100 · PERMITS & FEES	0.00	0.00	80.00	150.00	-70.00	53.33%	300.00
423000 · LIQUOR LICENSES	0.00	0.00	2,700.00	15,000.00	-12,300.00	18.0%	15,000.00
425000 · TEMPORARY SIGN PERMIT	0.00	0.00	150.00	300.00	-150.00	50.0%	400.00
425100 · OUTDOOR STORAGE PERMITS	0.00	0.00	20.00	0.00	20.00	100.0%	0.00
430800 · CODE ENFORCEMENT FINES	1,200.00	85.00	9,850.00	680.00	9,170.00	1,448.53%	1,000.00
430900 · ANIMAL CONTROL FINES	100.00	85.00	175.00	150.00	-25.00	0%	300.00
431000 · PARKING FINES	0.00	0.00	0.00	680.00	-680.00	25.74%	1,000.00
431100 · ALARM DROP FINES	0.00	0.00	0.00	750.00	-750.00	0%	1,000.00
432000 · PENALTIES & INTEREST ON TAXES	2,771.99	1,539.00	9,873.09	7,152.00	2,721.09	138.05%	10,000.00
441000 · BASE COURT REVENUE	0.00	1,000.00	5,644.21	5,500.00	144.21	102.62%	6,000.00
444000 · KLEPF INCENTIVE PAY	0.00	0.00	0.00	0.00	0.00	0%	0.00
444100 · KLEPF PENSION REFUND	3,776.64	3,733.00	41,286.36	29,864.00	11,422.36	138.25%	44,800.00
451000 · WASTE ASSESSMENT	0.00	37,058.00	441,351.32	296,464.00	144,887.32	148.87%	444,696.00
457600 · CELL TOWER FEES	0.00	0.00	10,350.00	0.00	10,350.00	100.0%	0.00
457700 · STREET CUT PERMITS	0.00	0.00	1,000.00	1,200.00	-200.00	83.33%	2,000.00
459000 · MISCELLANEOUS FEES	-194.00	0.00	-189.50	0.00	-189.50	100.0%	0.00
461000 · INTEREST EARNED	11,135.19	1,012.50	35,988.09	8,100.00	27,888.09	444.3%	12,150.00
461100 · INTEREST EARNED - FED. SEC.	8,000.00	0.00	0.00	0.00	0.00	0%	0.00
461500 · RENTAL INCOME	0.00	8,000.00	110,507.59	108,250.00	2,257.59	102.09%	155,000.00
461600 · MAIN. FEE - PARK	0.00	0.00	0.00	300.00	-300.00	0%	600.00
461700 · MAIN. FEE - COMMUNITY ROOM	3,178.40	11,666.00	22,112.25	93,328.00	-71,215.75	23.69%	140,000.00
466100 · ACCIDENT REPORTS/COPIES	115.00	100.00	948.26	800.00	148.26	118.53%	1,200.00
468700 · SPECIAL DETAIL - POLICE	0.00	150.00	0.00	1,400.00	-1,400.00	0%	2,000.00
469000 · MISCELLANEOUS REVENUE	7,315.00	0.00	12,927.98	16,237.50	-3,309.52	79.62%	21,650.00
468902 · FORFEITED FUNDS - POLICE DEPT.	0.00	0.00	0.00	0.00	0.00	0%	0.00
469201 · FOOD BANK DONATIONS	0.00	0.00	0.00	0.00	0.00	0%	0.00
470010 · GRANTS - POLICE DEPARTMENT	0.00	1,000.00	4,150.00	0.00	4,150.00	100.0%	0.00
470090 · GRANT - HIGHWAY SAFETY PROGRAM	180.00	0.00	1,349.89	8,000.00	-6,650.11	16.87%	12,000.00
471300 · SOFTBALL ENTRY FEE	0.00	0.00	240.00	0.00	240.00	100.0%	0.00
471400 · MISCELLANEOUS PARK REV.	0.00	0.00	2,266.00	0.00	2,266.00	100.0%	0.00
Total Income	389,319.79	251,279.19	3,766,497.26	3,552,791.02	213,706.24	106.02%	4,660,468.00
Gross Profit	389,319.79	251,279.19	3,766,497.26	3,552,791.02	213,706.24	106.02%	4,660,468.00
Net Ordinary Income	389,319.79	251,279.19	3,766,497.26	3,552,791.02	213,706.24	106.02%	4,660,468.00
Net Income	389,319.79	251,279.19	3,766,497.26	3,552,791.02	213,706.24	106.02%	4,660,468.00

CITY OF COLD SPRING
RECAP

BUDGET COMPARISON

FOR THE EIGHT MONTHS ENDING FEBRUARY 29, 2024

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget	Year to Date (under)/over	% of Budget	Annual Budget
REVENUE:							
GENERAL REVENUE	389,319.79	251,279.19	3,766,497.26	3,552,791.02	213,706.24	106.02%	4,011,024.00
PARK REVENUE	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00
STORM WATER	6,214.73	0.00	191,912.41	278,275.00	(86,362.59)	68.97%	248,700.00
FORFEITURE FUND	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00
M.A.R.F.	37,562.39	31,173.67	126,305.14	116,883.32	9,421.82	108.06%	116,890.00
	433,096.91	282,452.86	4,084,714.81	3,947,949.34	136,765.47	103.46%	4,376,614.00
EXPENSES:							
ADMINISTRATIVE DEPT	104,494.27	163,310.20	8,839,774.70	1,470,452.00	7,369,322.70	601.16%	1,878,011.00
POLICE DEPT	141,684.81	147,425.66	1,393,983.35	1,498,255.40	(104,272.05)	93.04%	2,082,630.00
MAINTENANCE DEPT	63,155.67	66,128.08	422,286.97	570,391.29	(148,104.32)	74.03%	875,279.00
PLANNING & ZONING	2,005.56	5,075.00	21,086.43	38,650.00	(17,563.57)	54.56%	38,700.00
PARK/TREE BOARD	17,418.51	15,509.50	139,520.98	163,826.00	(24,305.02)	85.16%	130,550.00
STORM WATER	12,775.94	13,608.33	101,598.29	767,456.14	(665,857.85)	13.24%	406,529.00
M.A.R.F.	6,589.66	13,500.00	748,637.56	550,037.49	198,600.07	136.11%	1,817,250.00
	348,124.42	424,556.77	11,666,888.28	5,059,068.32	6,607,819.96	230.61%	7,228,949.00
TRANSFERS IN:							
M.A.R.F.	0.00	0.00	750,000.00	0.00	750,000.00	#DIV/0!	0.00
STORM WATER	0.00	0.00	54.00	0.00	54.00	#DIV/0!	0.00
	0.00	0.00	750,054.00	0.00	750,054.00	#DIV/0!	0.00
TRANSFERS OUT:							
M.A.R.F.	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00
STORM WATER	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00
SIDEWALK	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00
GENERAL FUND	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00
	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00
TOTAL TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00
SURPLUS	84,972.49	(142,103.91)	(6,832,119.47)	(1,111,118.98)	(5,721,000.49)	614.89%	(2,852,335.00)

CITY OF COLD SPRING
ADMINISTRATION - BUDGET COMPARISON
February 2024

	February 24	Budget	Jul - Feb 24	Annual Budget	% of Budget
Ordinary Income/Expense					
Expense					
PERSONNEL SERVICES					
SALARIES & PENSION - ADMIN	23,075.10	17,063.93	186,332.73	203,170.89	91.71%
INSURANCE COSTS - ADMIN	2,184.93	4,423.27	15,006.30	55,079.24	27.24%
Total · PERSONNEL SERVICES	25,260.03	21,487.20	201,339.03	258,250.13	77.96%
OPERATING EXPENSES					
CAPITAL OUTLAY - ADMIN	0.00	2,000.00	540,733.04	15,000.00	3,604.89%
ADVERTISING EXPENSE - ADMIN	122.37	500.00	717.50	6,000.00	11.96%
ANNEXATION EXPENSE - ADMIN	0.00	0.00	0.00	0.00	#DIV/0!
TAXES	3,822.21	0.00	60,213.33	58,000.00	103.82%
ACCOUNTING EXPENSES	1,436.42	2,975.00	38,522.16	58,700.00	65.63%
ARPA FUNDING	0.00	85,853.92	257,880.52	1,030,247.00	25.03%
LEGAL FEES - ADMIN	3,949.00	3,541.67	30,017.00	42,500.00	70.63%
PROFESSIONAL FEES (PAYROLL)-ADM	2,200.00	0.00	2,200.00	3,000.00	73.33%
CODIFICATION EXP - ADMIN	0.00	0.00	0.00	2,500.00	0.0%
ANIMAL CONTROL EXPENSE - ADMIN	0.00	761.08	0.00	9,133.00	0.0%
DRUG TASK FORCE PARTIC. - ADMIN	0.00	0.00	0.00	0.00	#DIV/0!
BLDG & GROUNDS EXPENSE - ADMIN	0.00	0.00	101.00	6,000.00	36.03%
TRAVEL AND TRAINING EXPENSES	275.00	0.00	2,161.99	4,000.00	116.1%
STORM WATER CHARGE - ADMIN	0.00	0.00	8,748.42	27,000.00	32.4%
UTILITIES - MUN. BLDG. - ADMIN	295.72	2,250.00	240.44	5,800.00	4.15%
WATER/SANITATION EXPENSE- ADMIN	1,100.00	483.33	14,423.01	28,600.00	50.43%
TEL COMM EXPENSES	1,656.71	2,550.00	62,116.60	71,500.00	86.88%
INSURANCE - GENERAL - ADMIN	-1,836.00	0.00	296,914.92	444,696.00	66.77%
WASTE COLLECTION EXPENSE- ADMIN	37,215.64	37,058.00	16,526.35	35,700.00	46.29%
OFFICE EXPENSES	1,264.68	2,925.00	5,336.46	11,800.00	45.22%
NEWSLETTER AND POSTAGE	912.90	425.00	1,677.82	0.00	#DIV/0!
BANK SERVICE CHARGES	100.00	0.00	18,063.72	600.00	0.0%
DUES & SUBSCRIPTIONS - ADMIN	1,403.70	0.00	0.00	1,860,776.00	73.15%
ARBOR DAY EXPENSE - ADMIN	0.00	0.00	1,361,238.28	2,119,026.13	73.74%
Total · OPERATING EXPENSES	53,918.35	141,323.00	1,562,577.31	-2,119,026.13	73.74%
Total Expense	79,178.38	162,810.20	-1,562,577.31		
Net Ordinary Income	-79,178.38				
Other Income/Expense					
Other Income					
490001 · OTHER INCOME	36,562.50	0.00	191,959.75	0.00	#DIV/0!
BUSINESS DEVELOPMENT SOURCE					
Other Expense					
OTHER EXPENSES					
MISCELLANEOUS EXP - ADMIN	15.00	500.00	3,725.60	6,000.00	62.09%
INTEREST EXP - ADMIN	0.00	0.00	0.00	0.00	#DIV/0!
OTHER FINANCING USE	0.00	0.00	6,500,000.00	0.00	#DIV/0!
BUSINESS DEVELOPMENT USE	61,863.39	0.00	215,377.54	0.00	#DIV/0!
Total · OTHER EXPENSES	61,878.39	500.00	6,719,103.14	6,000.00	111.985.05%
TRANSFERS					
SIDEWALK FUND TRANSFER - ADMIN	0.00	0.00	0.00	0.00	#DIV/0!
TRANSFER TO MARF- ADM	0.00	0.00	750,000.00	0.00	#DIV/0!
STORM WATER TRANSFER - ADMIN	0.00	0.00	54.00	0.00	#DIV/0!
Total · TRANSFERS	0.00	0.00	750,054.00	0.00	#DIV/0!
Total Other Expense	25,315.89	500.00	7,277,197.39	6,000.00	121.286.62%
Net Other Income	-25,315.89	-500.00	-7,277,197.39	-6,000.00	121.286.62%

CITY OF COLD SPRING
ADMINISTRATION - BUDGET COMPARISON
February 2024

February 24	Budget	Jul - Feb 24	Annual Budget	% of Budget
-104,494.27	-163,310.20	-8,839,774.70	-2,125,026.13	415.98%

Net Income

CITY OF COLD SPRING
POLICE DEPARTMENT BUDGET COMPARISON
February 2024

Ordinary Income/Expense	February 24	Budget	Jul - Feb 24	Annual Budget	% of Budget
Expense					
PERSONNEL SERVICES					
SALARIES & PENSION - POLICE	93,040.38	108,447.34	922,017.20	1,351,368.00	68.23%
HIGHWAY SAFETY SALARIES - POLICE	0.00	1,000.00	0.00	12,000.00	0.0%
POLICE SUPPLEMENTAL PAY - POLICE	0.00	3,733.33	0.00	44,800.00	0.0%
INSURANCE COSTS - POLICE	11,335.10	15,496.67	76,518.49	202,960.00	37.7%
Total - PERSONNEL SERVICES	104,375.48	128,677.34	998,535.69	1,611,128.00	61.98%
OPERATING EXPENSES					
CAPITAL OUTLAY - POLICE	18,492.75	0.00	185,973.74	175,000.00	106.27%
ADVERTISING AND EVALUATION	0.00	0.00	0.00	1,000.00	0.0%
BUILDING & GROUNDS EXP - POLICE	475.00	583.33	4,244.71	7,000.00	60.64%
VEHICLE MAINTENANCE AND EXPENSE	5,926.62	7,725.00	42,370.97	92,700.00	45.71%
TRAVEL AND TRAINING EXPENSE	1,276.71	1,750.00	12,664.97	33,500.00	37.81%
UTILITIES EXPENSE	2,503.66	733.33	9,904.76	8,800.00	112.55%
TEL COMM EXPENSES	3,077.60	4,040.00	20,530.27	48,480.00	42.35%
INSURANCE - GENERAL - POLICE	0.00	0.00	69,653.30	57,750.00	120.61%
UNIFORM EXPENSE - POLICE	160.00	1,250.00	2,986.91	20,000.00	14.93%
OFFICE EXPENSES - POLICE	2,745.00	2,666.66	15,456.32	32,000.00	48.3%
SWAT TEAM EXPENSES - POLICE	0.00	0.00	4,000.00	4,000.00	100.0%
DUES AND SUBSCRIPTIONS	2,651.99	0.00	28,252.81	22,100.00	127.84%
COMMUNITY PROJECTS EXP - POLICE	0.00	0.00	-591.10	4,000.00	-14.78%
MISCELLANEOUS EXP - POLICE	0.00	0.00	0.00	1,000.00	0.0%
Total 520000 - OPERATING EXPENSES	37,309.33	18,748.32	395,447.66	507,330.00	77.95%
Total Expense	141,684.81	147,425.66	1,393,983.35	2,118,458.00	65.8%
Net Ordinary Income	-141,684.81	-147,425.66	-1,393,983.35	-2,118,458.00	65.8%
Net Income	-141,684.81	-147,425.66	-1,393,983.35	-2,118,458.00	65.8%

CITY OF COLD SPRING
PUBLIC WORKS BUDGET COMPARISON
February 2024

Ordinary Income/Expense	February 24	Budget	Jul - Feb 24	Annual Budget
Expense				
PERSONNEL SERVICES				
SALARIES AND PENSION - PUBLIC WORKS	21,026.92	35,020.24	181,947.04	402,243.00
INSURANCE COSTS - PUBLIC WORKS	10,482.50	11,187.84	73,143.51	145,254.00
SERVICE ALLOWANCE - PUBLIC WORKS	0.00	0.00	0.00	4,900.00
Total · PERSONNEL SERVICES	31,509.42	46,208.08	255,090.55	552,397.00
OPERATING EXPENSES				
CAPITAL OUTLAY - PUBLIC WORKS	10,656.76	0.00	30,474.22	40,500.00
PUBLIC GROUNDS EXPENSE - PUBLIC WORKS	7,257.93	6,875.00	53,888.25	92,000.00
ARPA PROJECTS - PUBLIC WORKS	0.00	0.00	0.00	0.00
VEHICLE MAINTENANCE AND EXPENSE	1,928.52	2,850.00	20,037.64	34,200.00
TRAVEL AND TRAINING EXPENSE	873.00	833.33	873.00	6,000.00
UTILITIES EXPENSE - PUBLIC WORKS	8,406.89	4,891.66	34,186.37	58,700.00
TEL COMM EXPENSE - PUBLIC WORKS	499.97	545.00	3,600.09	6,540.00
UNIFORMS EXPENSE - PUBLIC WORKS	1,555.38	1,000.00	7,142.73	12,000.00
EQUIPMENT RENTAL EXPENSE - PUB	25.00	1,250.00	2,184.00	5,000.00
SUPPLIES AND EQUIPMENT	307.80	683.34	3,584.30	8,200.00
MISCELLANEOUS EXP - PUB WORKS	135.00	991.67	11,145.24	11,900.01
Total · OPERATING EXPENSES	31,646.25	19,920.00	167,115.84	275,040.01
Total Expense	63,155.67	66,128.08	422,206.39	827,437.01
Net Ordinary Income	-63,155.67	-66,128.08	-422,206.39	-827,437.01
Net Income				-827,437.01

CITY OF COLD SPRING
PLANNING & ZONING BUDGET COMPARISON
February 2024

	February 24	Budget	Jul - Feb 24	YTD Budget	\$ Over Budget	% of Budget	Annual Budget	% of Budget
Ordinary Income/Expense								
Expense								
PERSONNEL SERVICES								
P & Z SALARIES - PZ	-562.00	325.00	5,079.50	2,600.00	2,479.50	195.37%	3,900.00	130.24%
Total - PERSONNEL SERVICES	-562.00	325.00	5,079.50	2,600.00	2,479.50	195.37%	3,900.00	130.24%
OPERATING EXPENSES								
CODE ENFORCEMENT EXPENSE - PZ	2,497.56	4,000.00	13,866.93	32,000.00	-18,133.07	43.33%	48,000.00	28.69%
CAMP. CO AREA PLANNING FEE - PZ		300.00	1,750.00	1,200.00	550.00	145.83%	1,500.00	116.67%
TRAVEL EXPENSE - PZ		0.00	0.00	500.00	-500.00	0.0%	500.00	0.0%
TRAINING EXPENSE - PZ	70.00	450.00	390.00	1,350.00	-960.00	28.89%	1,800.00	21.67%
SUPPLIES EXPENSE - PZ		0.00	0.00	500.00	-500.00	0.0%	500.00	0.0%
MISCELLANEOUS EXP - PZ	0.00	0.00	0.00	500.00	-500.00	0.0%	500.00	0.0%
Total - OPERATING EXPENSES	2,567.56	4,750.00	16,006.93	36,050.00	-20,043.07	44.4%	52,800.00	30.32%
Total Expense	2,005.56	5,075.00	21,086.43	38,650.00	-17,563.57	54.56%	56,700.00	37.19%
Net Ordinary Income	-2,005.56	-5,075.00	-21,086.43	-38,650.00	17,563.57	54.56%	-56,700.00	37.19%
Net Income	-2,005.56	-5,075.00	-21,086.43	-38,650.00	17,563.57	54.56%	-56,700.00	37.19%

CITY OF COLD SPRING
PARK & RECREATION BUDGET COMPARISON
February 2024

Ordinary Income/Expense	February 24	Budget	Jul - Feb 24	YTD Budget	\$ Over Budget	% of Budget	Annual Budget	% of Budget
Expense								
HOURLY PARK WAGES								
TREE/PRK BD. SALARIES - PARK BD	6,218.31	8,779.50	78,068.74	70,236.00	7,832.74	0.0%	0.00	#DIV/0!
Total - PERSONNEL SERVICES	6,218.31	8,779.50	78,068.74	70,236.00	7,832.74	111.15%	105,354.00	74.1%
OPERATING EXPENSES								
CAPITAL OUTLAY - PARK BOARD	11,177.23	3,813.33	19,503.14	30,506.68	-11,003.54	63.93%	45,760.00	42.62%
PUBLICITY EXP - PARK BD	0.00	250.00	1,000.00	750.00	250.00	133.33%	1,000.00	100.0%
ADDITIONAL EVENTS - PARK BD	0.00	1,666.67	5,553.44	13,333.32	-7,779.88	41.65%	20,000.00	27.77%
EASTER EGG HUNT - PARK BD	0.00	0.00	0.00	0.00	0.00	0.0%	5,500.00	0.0%
FISHING DERBY - PARK BD	0.00	0.00	131.54	250.00	-118.46	52.62%	250.00	52.62%
CRUISE-IN / CONCERT - PARK BD	0.00	0.00	4,954.24	10,000.00	-5,045.76	49.54%	10,000.00	49.54%
SUMMER CONCERT SERIES - PARK BD	0.00	0.00	3,500.00	4,500.00	-1,000.00	77.78%	7,500.00	46.67%
FALL FEST - PARK BD	0.00	0.00	10,000.07	10,000.00	0.07	100.0%	10,000.00	100.0%
CHRISTMAS WITH SANTA - PARK BD	0.00	0.00	8,638.38	8,500.00	138.38	101.63%	8,500.00	101.63%
SENIOR LUNCHEON - PARK BD	0.00	0.00	7,310.77	7,500.00	-189.23	97.48%	7,500.00	97.48%
RECREATIONAL SUPPLIES- PARK BD	22.97	0.00	651.35	1,250.00	-598.65	52.11%	1,500.00	43.42%
MISCELLANEOUS PROJECTS - PARK B	0.00	0.00	39.99	0.00	39.99	100.0%	0.00	#DIV/0!
Total - OPERATING EXPENSES	11,200.20	5,730.00	61,282.92	86,590.00	-25,307.08	70.77%	117,510.00	52.15%
Total Expense	17,418.51	14,509.50	139,351.66	156,826.00	-17,474.34	88.86%	222,864.00	62.53%
Net Ordinary Income	-17,418.51	-14,509.50	-139,351.66	-156,826.00	17,474.34	88.86%	-222,864.00	62.53%
Other Income/Expense								
ARBOR DAY EXP - PARK BD	0.00	0.00	0.00	0.00	0.00	0.0%	600.00	0.0%
MISCELLANEOUS EXP - PARK BD	0.00	0.00	169.32	0.00	169.32	100.0%	0.00	#DIV/0!
TREE PROGRAMS EXPENSE	0.00	1,000.00	0.00	3,000.00	-3,000.00	0.0%	4,000.00	0.0%
TREE PROGRAMS EXP - PARK BD	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%	8,000.00	0.0%
Total Other Expense	0.00	1,000.00	169.32	7,000.00	-6,830.68	2.42%	12,600.00	1.34%
Net Other Income	0.00	-1,000.00	-169.32	-7,000.00	6,830.68	2.42%	-12,600.00	1.34%
Net Income	-17,418.51	-15,509.50	-139,520.98	-163,826.00	24,305.02	85.16%	-235,464.00	59.25%

CITY OF COLD SPRING STORM WATER
STORM WATER - BUDGET COMPARISON
February 2024

	February 24	Budget	Jul - Feb 24	YTD Budget	S Over Budget	% of Budget	Annual Budget	% of Budget
Ordinary Income/Expense								
Income								
4300.77 - Direct Public Support	0.00	0.00	93,112.70	131,475.00	-38,362.30	70.82%	175,300.00	53.12%
4310.77 - Commercial Storm Water Fee Rev	810.00	0.00	77,031.00	73,400.00	3,631.00	104.95%	73,400.00	104.95%
4330.77 - Indiv. Business Contributions		0.00		73,400.00	-73,400.00			
Total 4300.77 - Direct Public Support	810.00	0.00	170,143.70	278,275.00	-108,131.30	61.14%	322,100.00	52.82%
4500.77 - Interest-Savings, Short-term CD	5,404.73		21,768.71		21,768.71	100.0%	0.00	#DIV/0!
4640.77 - Other Types of Revenue								
4641.77 - Miscellaneous Revenue								
Total 4640.77 - Other Types of Revenue	0.00							
Total Income	6,214.73	0.00	0.00	278,275.00	-86,362.59	0.0%	0.00	#DIV/0!
Gross Profit	6,214.73	0.00	191,912.41	278,275.00	-86,362.59	68.97%	322,100.00	59.56%
Expense								
6100.00 - Personnel Expenses								
6110.77 - Payroll - Admin		0.00	4,000.00	8,000.00	-4,000.00	50.0%	16,000.00	25.0%
6120.77 - Payroll - Hourly Labor		0.00	18,730.25	33,460.50	-16,730.25	50.0%	66,921.00	25.0%
6131.77 - Medical Insurance - Admin		0.00	341.25	1,365.00	-1,023.75	25.0%	1,365.00	25.0%
6132.77 - Disability Insurance - Admin		0.00	18.00	72.00	-54.00	25.0%	72.00	25.0%
6133.77 - Life Insurance - Admin		0.00	5.25	21.00	-15.75	25.0%	21.00	25.0%
6134.77 - FICA Expense - Admin		0.00	11.50	46.00	-34.50	25.0%	46.00	25.0%
6135.77 - Pension Plan - Admin		0.00	43.75	175.00	-131.25	25.0%	175.00	25.0%
6137.77 - ARPA Funded Project		0.00	275.00	550.00	-275.00	50.0%	1,100.00	25.0%
Total 6100.00 - Personnel Expenses	0.00	0.00	21,425.00	43,689.50	-22,264.50	49.04%	85,700.00	25.0%
6210.77 - Contract Services								
6211.77 - Accounting Fees		525.00	1,575.00	4,200.00	-2,625.00	37.5%	6,300.00	25.0%
6214.77 - Legal Fees	7,500.00	625.00	1,575.00	5,000.00	-3,425.00	31.5%	7,500.00	21.0%
6215.77 - Outside Contract Services		5,833.33	36,027.50	46,666.64	-10,639.14	77.2%	70,000.00	51.47%
Total 6210.77 - Contract Services	7,500.00	6,983.33	39,177.50	55,866.64	-16,689.14	70.13%	83,800.00	46.75%
6220.77 - Engineering	0.00	1,250.00	6,307.50	10,000.00	-3,692.50	69.08%	15,000.00	46.05%
6300.77 - Vehicle Expense	0.00	0.00	11.50	900.00	-888.50	0.0%	1,800.00	0.0%
6350.77 - Capital Equipment Expense	5,000.00	0.00	28,290.00	620,000.00	-591,710.00	4.72%	786,720.00	3.72%
6400.77 - Misc - Emergency Repair	0.00	2,500.00	0.00	7,500.00	-7,500.00	0.0%	10,000.00	0.0%
6500.77 - Operations								
6501.77 - Books, Subscriptions, Reference		0.00	0.00	7,000.00	-7,000.00	0.0%	7,000.00	0.0%
6502.77 - Postage, Mailing Service		0.00	550.00	1,500.00	-950.00	36.67%	2,200.00	25.0%
6503.77 - Printing and Copying		200.00	830.50	7,500.00	-6,669.50	11.07%	800.00	0.0%
6504.77 - Supplies		2,500.00	43.75	1,400.00	-1,356.25	3.13%	10,000.00	8.31%
6505.77 - Telephone, Telecommunications		175.00	1,424.25	18,000.00	-16,575.75	7.91%	22,100.00	2.08%
Total 6500.77 - Operations	0.00	2,875.00	1,625.00	6,500.00	-4,875.00	25.0%	6,500.00	25.0%
6601.77 - Insurance - Liability, D and O		0.00	1,625.00	6,500.00	-4,875.00	25.0%	6,500.00	25.0%
Total 6600.77 - Other Types of Expenses	0.00	0.00	1,625.00	6,500.00	-4,875.00	25.0%	6,500.00	25.0%
6700.77 - Travel and Meetings								
6701.77 - Travel and Meetings - Other		0.00						
6702.77 - Travel	275.94	0.00	1,749.04	300.00	-2,450.96	41.64%	300.00	41.64%
6703.77 - Lodging		0.00		500.00	-500.00	0.0%	0.00	#DIV/0!
Total 6700.77 - Travel and Meetings	275.94	0.00	1,749.04	500.00	-3,250.96	34.98%	500.00	0.0%
Total Expense	12,775.94	13,608.33	101,598.29	767,456.14	-665,857.85	13.24%	1,016,820.00	9.99%
Net Ordinary Income	-6,561.21	-13,608.33	90,314.12	-489,181.14	579,495.26	-18.46%	-694,520.00	-13.0%
Other Income/Expense								
Other Income								
8000.77 - Transfer from General Fund	0.00		54.00		54.00	100.0%	0.00	#DIV/0!
Total Other Income	0.00		54.00		54.00	100.0%	0.00	#DIV/0!
Other Expense								
8100.77 - Transfer to General Fund	0.00							
Total Other Expense	0.00							
Net Other Income	0.00							
Net Income	-6,561.21	-13,608.33	90,368.12	-489,181.14	579,549.26	-18.47%	-694,520.00	-13.01%

MUNICIPAL AID ROAD FUND
MARF - BUDGET COMPARISON
February 2024

	February 24	Budget	Jul - Feb 24	YTD Budget	\$ Over Budget	% of Budget	Annual Budget	% of Budget
Ordinary Income/Expense								
Income								
4410.22 · STATE GOVERNMENT CHECK	37,324.00	31,172.00	125,018.00	116,870.00	8,148.00	106.97%	116,870.00	106.97%
4610.22 · INTEREST EARNED	238.39	1.67	1,287.14	13.32	1,273.82	9,663.21%	20.00	6,435.7%
Total Income	37,562.39	31,173.67	126,305.14	116,883.32	9,421.82	108.06%	116,890.00	108.05%
Gross Profit	37,562.39	31,173.67	126,305.14	116,883.32	9,421.82	108.06%	116,890.00	108.05%
Expense								
5200.22 · CAPITAL OUTLAY	0.00	0.00	761.78	0.00	761.78	100.0%	0.00	#DIV/0!
5216.22 · ENGINEERING EXPENSE	0.00	13,500.00	15,615.00	49,037.50	-33,422.50	31.84%	96,750.50	16.14%
5223.22 · CONSTRUCTION	0.00	0.00	706,541.81	435,000.00	271,541.81	162.42%	570,123.00	123.93%
5224.22 · STREET SEALING EXPENSE	2,168.00	0.00	2,702.00	18,500.00	-15,798.00	14.61%	18,500.00	14.61%
5225.22 · STREET MAINTENANCE & REPAIR	-1,838.00	0.00	1,751.74	12,499.99	-10,748.25	14.01%	25,000.00	7.01%
5350.22 · SALT & SAND EXPENSE	6,259.66	0.00	19,975.29	35,000.00	-15,024.71	57.07%	35,000.00	57.07%
5360.22 · EQUIPMENT EXPENSE	0.00	0.00	1,289.94	0.00	1,289.94	100.0%	0.00	#DIV/0!
7190.22 · MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	#DIV/0!
Total Expense	6,589.66	13,500.00	748,637.56	550,037.49	198,600.07	136.11%	745,373.50	100.44%
Net Ordinary Income	30,972.73	17,673.67	-622,332.42	-433,154.17	-189,178.25	143.68%	-528,483.50	99.02%
6100.22 · TRANSFER FROM GENERAL FUND	0.00	0.00	750,000.00	0.00	750,000.00	100.0%	0.00	#DIV/0!
Net Income	30,972.73	17,673.67	127,667.58	-433,154.17	1,310,821.75	-29.47%	-528,483.50	-20.31%

COLD SPRING POLICE DEPARTMENT
STATISTICAL DATA FOR FEBRUARY 2024

Total Calls: 876

Total Calls for Service: 170

Traffic Collisions: 20

With Injuries: 0

Traffic Stops: 216

Citation Violations: 116

Traffic Violations: 96

Criminal Violations: 20

Criminal Activity:

Drugs seized: methamphetamine, cocaine, heroin

Drug arrests: 6

Assault 1st degree

Fugitive from another state

Probation violation/felony offense

Total number of arrests this month: 16



March 8, 2024

Chief Steve Collinsworth
Cold Spring Police Department
5700 East Alexandria Pike
Cold Spring, KY 41076

Chief Collinsworth,

This letter is to tell you that having fulfilled the Accreditation Standards established by the Kentucky Association of Chiefs of Police, your department was approved by the Executive Board of K.A.C.P. for re-accreditation.

Congratulations! Although the Police Chief and the Accreditation Manager have a lot to do with receiving this award, it must be said that the enthusiasm and professionalism of all the members of your staff were exemplary in this wonderful achievement.

Your accreditation award will be presented at the next KACP Annual KACP Conference in August 2024.

Sincerely,

Shawn Butler
Executive Director
Kentucky Association of Chiefs of Police

EXECUTIVE OFFICERS 2023-2024

Jeremy Thopson, Elizabethtown, President
Michael Delaney, Bowling Green, 1st VP
Chief Ike Lambert, Cin/NKY Airport, 2nd VP
Joe Monroe, University of Kentucky 3rd VP
Art Ealum, Owensboro, Sgt. at Arms
William Hunt, Somerset, Past President

STAFF

Shawn Butler, Executive Director
Michael Ward, Alexandria, Treasurer
Joe Cline, Rowan County, Chaplain

COMMITTEE CHAIRS

Art Ealum, Legislation
Michael Delaney, Conference
Ike Lambert, Membership
Art Ealum, Professional Standards
Joe Monroe, Finance & Audit
Michael Ward, Technology
Allen Love, Training & Education
William Hunt, Nomination
Richard Sanders, Special Olympics
Josh Wesely, SACOP Representative

REGIONAL EXECUTIVE BOARD MEMBERS

North: John Christmann, Southgate
Northeast: Todd Kelley, Ashland
East Central: Nathan Brown, UK
Southeast: Josh Wesely, Somerset
Northwest: Rick Sanders, Jeffersontown
South Central: Penny Bowles, Bowling Green
West: Steve Bryan, Madisonville
East: Mike Riddle, Pikeville
State Agencies: -Rewa Zakharia, Kentucky Attorney General Office
Federal Agencies: A.J. Gibes, ATF
Railroad Police: Andy Midkiff
University Police: Merrell Harrison, Morehead State University
Allen Love: Retired Section



Public Works Report

March 2024 Packet

- Exit/Emergency lights
- Continued with playground mulch
- Started putting down decorative mulch
- Oil changes
- Sawcut sidewalk section
- Tore out and replaced sidewalk sections
- Pesticide training
- KLC conference
- Ballfield Maintenance
- KEPSC training
- Easter event
- Edging of flower beds
- Planting of Spring flowers
- Maintenance on city trucks

Campbell County / Cold Spring February 2024 Building Permit Report

MONTH	PIDN	PERMIT NUMBER	PROJECT ADDRESS	PROPERTY OWNER	CONTRACTOR	DESCRIPTION	SUBMITTED	APPROVED	SQ. FT.	VALUE OF CONSTRUCTION	TOTAL OF FEES	PROJECT DESCRIPTION	FLOODPLAIN
Feb-24	999-99-17-692.21	BP-24-0050	108 STONYRIDGE DR	RICE CHRISTOPHER 5816 GRANITE SPRING COLD SPRING, KY 41076	PEERLESS ENTERPRISES UNKNOWN ALEXANDRIA, KY 41001	FENCE	45315	45327		\$18,000.00	\$50.00	FENCE	
Feb-24	999-99-20-464.00	HVAC-24-0049	202 SONOMA CT #303	CHARDONNAY COUNCIL OF CO OWNERS 11857 KEMPER SPRING DR CINCINNATI, OH 45240-0000	ACTION HEATING & AIR 2952 RITCHIE ST CRESCENT SPRING, KY 41017	HVAC RESIDENTIAL REPLACEMENT	45327	45327		\$11,000.00	\$105.00	HVAC REPLACEMENT	
Feb-24	999-99-32-210.00	BP-24-0353	3710 ALEXANDRIA PIKE	COLD SPRING HOLDING CO LLC 7200 DIKE HIGHWAY FAIRFIELD, OH 45014-0000	RTF FIRE PROTECTION 150 WOODWARD LANE CINCINNATI, OH 45241	SPRINKLER SYSTEM	45071	45328	8000	\$11,000.00	\$200.00	SPRINKLER SYSTEM	No
Feb-24	999-99-20-242.00	HVAC-24-0053	12 JOSEPH PL	TURNER TERRY L 12 JOSEPH PLACE COLD SPRING, KY 41076	ARLINGHAUS HEATING & AIR CONDITIONING 40 CAVE RUN DR ERLANGER, KY 41018	HVAC RESIDENTIAL REPLACEMENT	45330	45330		\$12,739.00	\$105.00	HVAC REPLACEMENT	
Feb-24	999-99-33-142.00	ELC-24-0057	1122 INDUSTRIAL RD	COLD SPRING CITY OF 5694 EAST ALEXANDRIA PIKE COLD SPRING, KY 41076	BLOUNT ELECTRICAL SERVICES PO BOX 681058 FRANKLIN, TN 37068	ELECTRIC	45328	45334		\$4,000.00	\$30.00	ELECTRICAL PERMIT	No
Feb-24	999-99-20-183.00	BP-24-0822	12 ROSA PL	LOT 2 TERESA M 12 ROSA PLACE COLD SPRING, KY 41076-0000	OLYMPIC CONTRACTING 1089 PERKINS DRIVE ALEXANDRIA, KY 41001	SINGLE FAMILY ADDITION	45239	45336	932	\$165,000.00		SINGLE FAMILY ADDITION	No
Feb-24	999-99-20-725.00	BP-24-0096	201 DAVERICK CT	POE THOMAS JANCE 201 DAVERICK CT COLD SPRING, KY 41076	MILLS FENCE COMPANY 10000 WILSON VERONA RD WALTON, KY 40384	FENCE	45327	45336		\$8,400.00	\$50.00	FENCE	
Feb-24	999-99-32-238.00	ELC-24-0065	48 MARTHA LAYNE COLLINS BLVD	VINNAT HOTELS LLC 4135 ALEXANDRIA PIKE COLD SPRING, KY 41076	C. KNAPP ELECTRIC 3575 JAMES LANE ALEXANDRIA, KY 41001	ELECTRIC	45336	45336		\$2,000.00	\$30.00	ELECTRICAL PERMIT	No
Feb-24	999-99-19-260.13	HVAC-23-0422	616 IVY RIDGE DR	TOWNE DEVELOPMENT GROUP LTD 7908 TANNERS GATE LANE FLORENCE, KY 41042	HELP PLUMBING HEATING & COOLING 6 NORTH COMMERCE PARK DR CINCINNATI, OH 45215	HVAC RESIDENTIAL REPLACEMENT	45195	45336		\$15,871.00	\$155.00	HVAC REPLACEMENT	
Feb-24	999-99-19-260.13	HVAC-23-0422	616 IVY RIDGE DR	TOWNE DEVELOPMENT GROUP LTD 7908 TANNERS GATE LANE FLORENCE, KY 41042	HELP PLUMBING HEATING & COOLING 6 NORTH COMMERCE PARK DR CINCINNATI, OH 45215	HVAC RESIDENTIAL REPLACEMENT	45195	45338		\$15,871.00	\$155.00	HVAC REPLACEMENT	
Feb-24	999-99-19-461.00	BP-24-0148	333 POOLERS CREEK RD	LEAP LARSEN LLC 333 POOLERS CREEK RD COLD SPRING, KY 41076		FENCE	45345	45345		\$1.00			
Feb-24	999-99-20-185.15	HVAC-24-0078	721 VALLEYSIDE DR	SPRINGSIDE COUNCIL OF COOWNERS 100 VALLEYSIDE CT COLD SPRING, KY 41076-0000	ARLINGHAUS HEATING & AIR CONDITIONING 40 CAVE RUN DR ERLANGER, KY 41018	HVAC RESIDENTIAL REPLACEMENT	45348	45348		\$15,319.00	\$105.00	HVAC REPLACEMENT	
Feb-24	999-99-32-238.00	BP-24-0028	58 MARTHA LAYNE COLLINS BLVD	VINNAT HOTELS LLC 4135 ALEXANDRIA PIKE COLD SPRING, KY 41076	SUNSHINE CONSTRUCTION & ELECTRIC 4364 HARRISON AVE #22 CINCINNATI, OH 45211	COMMERCIAL REMODEL	45308	45349	0	\$80,000.00	\$330.00	COM. REMODEL	No
Feb-24	999-99-17-692.02	BP-24-0128	94 STONYRIDGE DR	BITTER CHRIS & JILL 94 STONYRIDGE DR COLD SPRING, KY 41076-0000	BRIGHT COVERS 3453 W. 140TH STREET CLEVELAND, OH 44111	SINGLE FAMILY ACCESSORY STRUCTURE 200 SQFT OR OVER	45338	45350	364	\$17,900.00	\$170.00	AWING/PATIO COVER	No
Feb-24	999-99-19-566.00	BP-24-0154	4135 ALEXANDRIA PIKE	KPR DEVELOPMENT GROUP LLC 4135 ALEXANDRIA PIKE STE 106 COLD SPRING, KY 41076-0000	KHAN SIGNS 1191 READING RD CINCINNATI, OH 45241	SIGN WINDOW / WALL / OTHER	45348	45350	30		\$100.00	SIGN	
Feb-24	999-99-33-170.00	ENC-24-0003	5654 EAST ALEXANDRIA PIKE	KOZLOWSKI GERALD 2712 LIBERTY TRAIL PLAINFIELD, IN 46168		ADDRESS	45310	45350		\$377,101.00	\$50.00	ADDRESS REQUEST	
											\$1,635.00		

Planning & Zoning Minutes

February 14, 2024

The meeting of the Cold Spring Planning & Zoning Commission was called to order by Chairman Foulks at 6:30pm followed by the Pledge of Allegiance.

Roll Call:

- Present: Sam Conner, Mike Foulks, Steve Popovich, Greg Hizer, Marg Trunick, Mark King, and Assistant City Clerk Heather Markus.
- Not Present: Michael Forge, Brandon Voelker

Minute Approval: (1:55)

- October 11, 2023 meeting minutes were reviewed by all. Marg Trunick made a motion to approve. Sam Conner seconded the motion. All were in favor. **Motion passed.**

Subdivision Items: None

Public Facilities: None

Public Hearing: None

Unfinished Business: None

Correspondence: None

Planning & Staff Items: None

Commission Items: (2:25)

- Approval of 1.5 continuing education hours for Mike Foulks. Sam Conner made a motion to approve. Steve Popovich seconded the motion. All were in favor. **Motion passed.**
- By-laws amendment:
Chairman Foulks read amended Article IV of the by-laws. There was discussion. Greg Hizer made a motion to approve. Sam Conner seconded the motion. All were in favor. **Motion passed.**
- Election of officers:
Chairman Foulks read the description of each position. There was discussion. Steve Popovich made a motion to re-elect Mike Foulks as Chairman. Sam Conner seconded the motion. All were in favor. **Motion passed.**
Greg Hizer agreed to continue as Vice Chair. Steve Popovich made a motion. Sam Conner seconded the motion. All were in favor. **Motion passed.**
Sam Conner volunteered to be Secretary/Treasurer. Steve Popovich made a motion. Marg Trunick seconded the motion. All were in favor. **Motion passed.**

Comments/Requests to the Commission: None

Adjournment: (7:48)

- Greg Hizer made a motion to adjourn the meeting at 6:40pm. Steve Popovich seconded the meeting. All were in favor. **Motion passed.**

Approved: 3/13/24

Chairman: 

City Clerk: 

To view the meeting agenda, visit: <https://coldspringky.gov/departments/planning-and-zoning/planning-and-zoning-agendas/>

To view the meeting video, visit: <https://coldspringky.gov/planning-and-zoning-meeting-videos/>

MEMO

DATE: March 1st, 2024

TO: Chief Steve Collinsworth

FROM: Officer Joe Humbert, Code Enforcement

SUBJECT: Code Enforcement activity report for Crestview and Cold Spring for the month of February 2024.

Crestview Activity

- Attended Crestview Council Meeting 2/6/24.
- Removed 1 illegal sign from City Limits.
- Provided daily patrol for every day worked this month.
- Opened 1 case.
- Closed 1 case.
- Provided MEMO advising of all damaged American Flags displayed on utility poles throughout the city.
- Completed daily patrol of Crestview Park on Pine Hill Drive.

Cold Spring Activity

- Removed 35 illegal signs from within city limits.
- Opened 8 new cases.
- Closed 2 cases.
- 6 cases are Pending.
- Wrote 3 courtesy letters regarding minor issues in the city.
- Attended Cold Spring Council Meeting 2/26/24.
- Started monitoring Barth Park for unleashed dogs now that the weather has broken.
- Assisted in the Senior Brunch on 2/28/24.
- Contacted Pearle Vision Corporate Office regarding the damaged electric sign on front of building.

CODE GRAPHS

ALL

Select View

Selected	Case Number	Case Date	Parcel	Property Address	Owner	Description	Occupants Name	Prior Violations	Status	Edit/View
<input type="checkbox"/>	307	03/06/2024	999-99-18-526.00	3970-3980ALEXANDRIAPIKE	COLD SPRING DEVELOPMENT CO	Illegal temp signs no permit	Honey Baked Ham Express	No	Open	
<input type="checkbox"/>	306	03/05/2024	999-99-19-666.00	4135ALEXANDRIAPIKE	KPR DEVELOPMENT GROUP LLC	Old dilapidated boundary fence	Town Square Development		Pending	
<input type="checkbox"/>	305	02/29/2024	999-99-20-078.00	5600ALEXANDRIAPIKE	OTHMAN AKRAM A OTHMAN AMANI A	Illegal temp signs	Tiger Gas Station		Closed	
<input type="checkbox"/>	304	02/23/2024	999-99-20-009.00	100CROSSROADSBLVD	SBV-COLD SPRING LLC	Illegal signs	O'Charley's Restaurant		Pending	
<input type="checkbox"/>	303	02/23/2024	999-99-20-009.02	300CROSSROADSBLVD	MIRO LLC	Illegal signs displayed	IHOP Restaurant		Pending	
<input type="checkbox"/>	302	02/16/2024	999-99-19-033.00	3906ALEXANDRIAPIKE	SUMMIT VENTURES LLC	Illegal residence on property	Shell Gas station 3906 Alexandria	Yes	Closed	
<input type="checkbox"/>	301	02/09/2024	999-99-18-158.31	105RIDGEPOINTEDR	MITTAL DEEPAK & BAHAR	Dead tree close to street	Deepak Mital	No	Open	
<input type="checkbox"/>	300	02/08/2024	999-99-18-463.00	5569DODDSWORTHLN	KORB RICHARD	car jacked up in DRIVEWAY			Pending	
<input type="checkbox"/>	299	02/07/2024	999-99-19-833.00	5176WINTERSLN	PINGUELY STEPHANIE P	Dog running at large	Stephanie Pinguely / Jason Schmidt		Open	
<input type="checkbox"/>	298	01/23/2024	999-99-20-200.00	5809ALEXANDRIAPIKE	SWINFORD ERIC & MELANIE	Old signage / dumpster not enclosed	5809 Alexandria Pike		Pending	
<input type="checkbox"/>	297	01/10/2024	999-99-32-238.00	16-64MARTHA LAYNE COLLINSBLVD	VINNAT HOTELS LLC	Sign attached to bench	Humana (Leslie Meir		Pending	
<input type="checkbox"/>	296	01/05/2024	999-99-32-238.00	16-64MARTHA LAYNE COLLINSBLVD	VINNAT HOTELS LLC	Un- enclosed dumpsters on property	Vinnat Hotels LLC		Open	

1 2 3 4 5 6 7 8 9 10

Records 1 to 30 (of 282)



Event Coordinator Report

February 2024

- Senior Brunch and bingo were successful, we had 156 attendees out of the 200 tickets given out
- Hired part-time employee to work Wednesday and weekend open gyms
- All ballfield permits have been issued, all slots are full
- Craft Show applications have been reviewed and we have accepted 46 vendors
- The community center had one or more rentals 26 out of 29 days
- We held 6 open gyms, moving forward we will provide sign in sheets to track attendance

A		B	C		D	G
Case ID	Case Name		Case Type	Case Subtype		Opened On
2	264	Dogs off leash and attacking other dogs	Enforcement	Leash Law		2/22/24 9:37 AM
3	254	1-2 cats in home in Bellevue. Owner passed away and cats were left behind	Welfare Check	Food/Water/Shelter		2/14/24 9:25 AM
4	252	Stray Shepard Mix in Cold Spring	Stray	Roam		2/12/24 10:39 AM
5	261	Horse that may not have food	Welfare Check	Food/Water/Shelter		2/20/24 11:58 AM
6	239	German Shepard growling at people walking by fence.	Enforcement	Barking		2/12/24 11:20 AM
7	243	underweight and missing fur dog	Cruelty/Neglect	Failure to provide vet care		2/7/24 11:52 AM
8	247	Need to trap feral cat inside couch at 505 3rd Avenue, Dayton	Stray	Aggressive		2/9/24 9:18 AM
9	249	Dog @ Large on 5th Ave in Dayton Ky	Stray	Roam		2/9/24 9:34 AM
10	267	Falsely reporting an incident	Investigation	Abandoned		2/21/24 1:41 PM
11	280	Bobo- Rottie Mix chained outside multiple days in a row, 4th Avenue, Dayton	Welfare Check	Food/Water/Shelter		2/28/24 11:30 AM
12	230	Deceased dog in yard	Stray	Dead		2/1/24 9:03 AM
13	272	Barking Complaint	Enforcement	Barking		2/23/24 3:29 PM
14	283	Barking complaint	Investigation	Kennel		
15	279	102 Robin Lane HH boarding kennel	Enforcement	Leash Law		2/26/24 4:21 PM
16	287	Dogs charging people	Investigation	Leash Law		2/28/24 1:33 PM
17	255	Lab mix off property, 503 Carlisle Avenue	Enforcement	Leash Law		2/14/24 11:03 AM
18	276	Cat that had it's head stuck in a fence	Assist	Assist Public		2/24/24 1:19 PM
19	245	Aggressive dog in silver grove	Stray	Aggressive		2/8/24 9:57 AM
20	258	Grey Pit was at large and bit neighbor	Enforcement	Leash Law		2/14/24 9:54 AM
21	271	Dogs left unattended with the balcony door open - constantly barking	Investigation	Abandoned		2/23/24 10:12 AM
22	282	18 abandoned puppies in Wilder on 3 mile next to Protect 4 Paws	Assist	Assist Police		2/28/24 5:13 PM
23	251	2 doberman pinchers at large on racetrack road	Stray	Roam		2/9/24 10:57 AM
24	237	Neighbor shot dog on Gubser Mill Rd.	Cruelty/Neglect	Cruelty/Abuse/Torture		2/6/24 1:18 PM
25	240	Pitbull wrapped around bush with tie out	Assist	Assist Public		2/7/24 2:34 PM
26	242	Filly and Grey Gelding underweight	Enforcement	Insufficient Food/Water/Shelter		2/7/24 11:38 AM
27	244	Winters Ln dog @ large, running towards a person walking dog	Stray	Leash Law		2/7/24 2:07 PM
28	250	Horse @ Large on Peach Grove in California Ky	Welfare Check	Food/Water/Shelter		2/9/24 9:08 AM
29	259	Goat chained outside 7863 Licking Pike	Enforcement	Leash Law		2/17/24 11:10 AM
30	262	Grey dog at large	Assist	Leash Law		2/20/24 12:10 PM
31	268	Dogs at large	Investigation	Assist Police		2/22/24 9:46 AM
32	286	Assisting Sgt. Noyes with dog-at-large and man needing treatment.		Abandoned		2/28/24 5:12 PM
33	275	Falsifying a report				2/24/24 12:14 PM

	H	J	L	O	P	Q
1	Completed On	Resolution	Status	Location	Zip Code	Jurisdiction
2	2/22/24 9:46 AM	Cancelled by officer	Completed	794 Yorkshire Dr, Alexandria, KY 41001	41001	City of Alexandria
3	2/15/24 1:23 PM	No violation observed	Completed	313 Union St, Bellevue, KY 41073	41073	City of Bellevue
4	2/22/24 9:37 AM	Warning	Completed	73 Stonyridge Dr, Cold Spring, KY 41076	41076	City of Cold Spring
5	3/4/24 12:24 PM	No violation observed	Completed	6491 Murnan Rd, Cold Spring, KY 41076	41076	City of Cold Spring
6	2/12/24 1:05 PM	Compliance	Completed	324 3rd Ave, Dayton, KY 41074	41074	City of Dayton
7	2/26/24 10:35 AM	Unwilling to cooperate	Closed	1609 Dayton Ave, Dayton, KY 41074	41074	City of Dayton
8	2/9/24 9:32 AM	Released in field	Closed	505 3rd Ave, Dayton, KY 41074	41074	City of Dayton
9	2/9/24 9:35 AM	Impound	Closed	521 5th Ave, Dayton, KY 41074	41074	City of Dayton
10	2/27/24 2:48 PM	Citation	Completed	1989 Poplar Ridge Rd, Melbourne, KY 41059	41059	City of Dayton
11	2/28/24 1:31 PM	No violation observed	Completed	512 4th Ave, Dayton, KY 41074	41059	City of Dayton
12	2/1/24 9:13 AM	Dead on arrival	Closed	66 Covert Pl, Fort Thomas, KY 41075	41074	City of Dayton
13	2/26/24 10:26 AM	Educated Owner	Completed	1202 Alexandria Pike, Fort Thomas, KY 41075	41075	City of Fort Thomas
14			New	54 Washington Ave, Fort Thomas, KY 41075	41075	City of Fort Thomas
15	3/2/24 11:46 AM	No violation observed	Completed	102 Robin Ln, Highland Heights, KY 41076	41076	City of Highland Heights
16	2/28/24 1:40 PM	Educated Owner	Completed	136 Bramble Ave, Highland Heights, KY 41076	41076	City of Highland Heights
17	2/14/24 3:37 PM	Warning	Completed	503 Carlisle Ave, Melbourne, KY 41059	41059	City of Melbourne
18	2/24/24 1:28 PM	Returned to home	Completed	3526 Providence Trace Dr, Melbourne, KY 41059	41059	City of Melbourne
19	2/8/24 9:57 AM	Unable to locate	Closed	5105 Whitney Dr, Silver Grove, KY 41085	41085	City of Silver Grove
20	2/14/24 12:58 PM	Cancelled by officer	Completed	245 Bluegrass Ave, Southgate, KY 41071	41071	City of Southgate
21	2/26/24 9:07 AM	Educated Owner	Completed	3826 Regal Ridge apt 3d, Southgate, KY 41071	41071	City of Southgate
22			Open	3 Mile Road, 3 Mile Rd, Wilder, KY	41071	City of Wilder
23	2/14/24 1:56 PM	Unable to locate	Closed	1378 Race Track Rd, Alexandria, KY 41001	41001	Unincorporated County
24			Open	2724 Gubser Mill Rd, California, KY 41007	41007	Unincorporated County
25	2/12/24 1:23 PM	Returned to home	Completed	3487 Lick Hill Rd, California, KY 41007	41007	Unincorporated County
26			Open	1488 Stry Rd, California, KY 41007	41007	Unincorporated County
27	2/8/24 9:38 AM	Educated Owner	Closed	5176 Winters Ln, Cold Spring, KY 41076	41076	Unincorporated County
28	2/9/24 9:18 AM	Unable to locate	Closed	Peach Grove Road & East Nagel Road, Peach Grove Rd & E Nagel Rd, Kentucky 41001	41001	Unincorporated County
29	2/27/24 2:55 PM	No violation observed	Completed	7863 Licking Pike, Alexandria, KY 41001	41001	Unincorporated County
30	2/27/24 11:59 AM	Warning	Completed	9985 Man O War Cir, Alexandria, KY 41001	41001	Unincorporated County
31	2/23/24 1:01 PM	Educated Owner	Completed	1378 Race Track Rd, Alexandria, KY 41001	41001	Unincorporated County
32	2/29/24 2:33 PM	Unable to locate	Closed	354 Muir Rd, Butler, KY 8373	8373	Unincorporated County
33	2/27/24 2:23 PM	Cancelled by officer	Completed	1989 Poplar Ridge Rd, Melbourne, KY 41059	41059	Unincorporated County