

CERTIFIED CITY OF ETHICS

Certification under the Kentucky League of Cities (KLC) Certified City of Ethics Program is a way to recognize cities and city officials that have adopted principles and procedures that offer guidance on ethical issues. It also serves as a mechanism to resolve complaints at the local level. In addition, this program increases public trust and confidence in city governments and their services through the training and recognition that it promotes.

To earn a “Certified City of Ethics” designation, a city must take the following steps.

STEP 1 Adopt a resolution to conduct an in-depth review of the city’s current ethics ordinance.

A sample resolution is available from KLC. A majority of the city’s elected governing body must approve the resolution. A copy of the approved resolution should be emailed to KLC.

The ordinance must be emailed or mailed to the KLC Personnel Services attorneys for review. The review will consist of making sure that all requirements in KRS 65.003 have been met.

Email – Michael Simon: msimon@klc.org or Chris Johnson: cjohnson@klc.org

STEP 2 Review the model ethics ordinance with KLC Personnel Services attorneys.

There will be an initial meeting between KLC Personnel Services and the city. The city must designate two of the following to participate: an elected official, an ethics board member, and/or a city employee to participate in this initial meeting.

This meeting can be virtual or in-person. If it is in-person, mileage will be charged. It will consist of reviewing the city’s current ethics ordinance with KLC’s model ordinance. The focus of the meeting will be on updating provisions of the city’s ethics ordinance to reflect present day ethical concerns for the city.

During this meeting, the city’s ethics ordinance will be reviewed to be certain that it contains all the required elements of KRS 65.003.

STEP 3 Training on City Ethics Ordinance

Once the ordinance has been reviewed, updated, and amended, all elected city officials (and the ethics board/commission) will be trained on their specific city code of ethics.

In order for the city to be certified, it is imperative that the city chooses a date for the training where all ethics board members and city elected officials can attend. Should a member for good cause be unable to attend, KLC will allow the recording of the ethics presentation with the understanding that any absent attendee will view the training within five business days. KLC will require a written acknowledgment as to when this recording was viewed by the official.

The training will take place at an open meeting of the city legislative body. City officials will be eligible for ethics training credit.

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STEP

4

Certification

Once it is determined that the city has completed this process, the city will be designated as a “Certified City of Ethics.”

Each city designated as a Certified City of Ethics will receive a framed certificate for the city’s display. The Certified City of Ethics designation can be incorporated into city stationary, road signs, and other materials at the city’s discretion. In addition, KLC will provide a press release to the city for the city to give to its local media notifying them that the city has earned this designation. KLC will also provide recognition in its publications and events.

The city must repeat the process described above every four years to maintain the Certified City of Ethics status.

OTHER IMPORTANT ITEMS TO NOTE

- ◆ **Once a city adopts an ethics ordinance and qualifies as a Certified City of Ethics, it is important to note that KLC does not enforce the ordinance.**

KLC does not act as an enforcement or regulating agency. The city’s local enforcement board determines the acceptable level of ethical conduct of those elected to and retained in office and employed by the city.

- ◆ **Cost for the program**

The initial review time to make certain that the ordinance complies with KRS 65.003, preparation for training, and the actual training will be \$750. Additional costs associated with this program will be mileage from the KLC office to and from the training location and any per diem or hotel if required. The need to spend the night will be determined on a case-by-case basis. These costs will be billed to the city at the completion of this program.

Once training is complete, KLC will invoice the city for the remaining expenses to be paid within 30 days from the date of the invoice.

To officially engage the Kentucky League of Cities to complete this project, please provide a resolution authorizing the signature below.

Signature: _____ Date: _____

Print: _____ Title: _____

CERTIFIED CITY OF ETHICS

RESOLUTION NO. _____

A RESOLUTION OF THE LEGISLATIVE BODY OF THE CITY OF _____ APPROVING CERTIFIED CITY OF ETHICS PROPOSAL.

* * *

WHEREAS, the legislative body of the City of _____ does desire to become a Certified City of Ethics in accordance with the Kentucky League of Cities (KLC) Certified City of Ethics Program; and

WHEREAS, it is necessary to enter into an agreement with KLC to carry out the program requirements, including ordinance review, adoption of a resolution, and training; and

WHEREAS, the attached agreement outlines the program requirements and requires city approval of all elements;

NOW, THEREFORE, BE IT RESOLVED BY THE LEGISLATIVE BODY OF THE CITY OF _____, _____ COUNTY, KENTUCKY:

THAT the agreement attached to this resolution between the City of _____ and the Kentucky League of Cities, and the same is approved; the mayor is authorized and directed to execute the agreement for and on behalf of the city; and the city clerk is authorized and directed to attest such signature.

RESOLVED this _____ day of _____, 20_____.

Mayor

Legislative Body Member

Legislative Body Member

Legislative Body Member

Legislative Body Member

Legislative Body Member

Legislative Body Member

ATTEST:

CERTIFIED CITY OF ETHICS

City of Ethics Certification Checklist

- Complete the paperwork and pass the resolution.
- Send the resolution to KLC Personnel Services.
- Send the current ordinance to KLC Personnel Services for review for compliance with KRS 65.003.
- Schedule an initial meeting to review the city's current ethics ordinance and KLC's model ethics ordinance to identify areas for the city to update its ethics ordinance.
- The city will amend the ethics ordinance to reflect the current ethical needs of the city.
- KLC and the city will schedule a date for the training after the ethics ordinance is amended.
- KLC will create a customized training for your city.
- KLC trains your city officials.
- Your city is certified!

Questions? KLC is here to help!



For more information contact KLC Personnel Services Managing Attorney Chris Johnson (left) at cjohnson@klc.org or KLC Personnel Services Attorney Michael Simon (right) at msimon@klc.org or call 1.800.876.4552.