

# A Kentucky League of Cities Publication Vol. 10. Issue 8

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#### A CONVERSATION ABOUT CITIES >>>>>



## KLC President and Richmond Mayor Connie Lawson - A Leader for All Seasons

At our annual KLC Convention & Expo in October, Richmond Mayor Connie Lawson took the helm as president of the Kentucky League of Cities. In the weeks that have followed, she has already gained valuable insights and established herself as a decisive and

thoughtful leader for the organization. As we approach a new year, we asked Mayor Lawson to share her thoughts with her KLC colleagues.

Constance "Connie" Lawson has been a successful business woman in Richmond for years as co-owner of one of the area's largest real estate companies. Before being elected mayor in 2002, she held office as a Richmond city commissioner from 1976-1981.

You have been President of KLC for several weeks. Any surprises thus far?

Not really. The journey on the board of directors and executive committee prepares you to be president. And Sylvia and the KLC staff help you every step of the way.

As president, what do you want to bring to

For me, it's all about numbers. I'd love for every city in Kentucky to be a League member. Most are, but we have a few to bring in. I think this is so important because the tremendous value in KLC is that it really does unite cities. There is nothing more valuable than the peer-topeer interaction with other city officials. I hope we can

expand on that with more opportunities to just sit and talk with each other.

Part of the "cities united" appeal is our collective voice in Frankfort. What can city officials do to better work with their legislators?

Working with our legislators is paramount. We need to respect their position but we need to make sure they hear from us. They are the decision makers not only when it comes to our issues but the big picture. You've got to talk to your legislators in order for them to truly understand what you need. In terms of how to work with legislators, I think it's important to put yourself in their shoes. They have to deal with not only our problems but with all the problems. I try to go to my legislators with not just for a 'hand out' but also with a helping hand. KLC does a great job representing cities as cooperative yet critical to our state's success. But all of us have to work with our legislators - by doing so, they will see that what we bring to the table is reasonable.

What is the biggest challenge facing our cities this year?

Money. As the money dries up on the state level, we can share and learn from each other...and lean on each other. Louisville Mayor Abramson is showing great leadership as are many mayors, explaining to citizens that the money troubles that affect them also affect us in city hall. We've got to help people understand that cut backs are just our reality.

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## **CORNERSTONE PARTNER EDITION**

The Kentucky League of Cites **Cornerstone Partner Program** is a partnership with businesses and corporations both state and nationwide that are interested in working with Kentucky's local governments. These companies, through their support of KLC, help support programs and events to benefit members such as our annual convention, training and education.

Read more about our KLC Cornertstone Partner companies who value cites and their importance to Kentucky's future.

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## LAW ABIDING >>>>

## **Deadline for City Audits Approaching**

It's a new year, which means 'tis the season for annual city audits. Here are the basic steps each city should follow.

By February 1 of every year, first through fifth class cities must complete an audit of the city's financial funds for the preceding fiscal year. Sixth class cities complete an audit after the close of each odd numbered fiscal year. Within 10 days of the completion of the audit and presentation to the legislative body, three copies of the audit report must be forwarded to the Department for

Local Government (DLG). In even numbered years, a sixth class city will forward a copy of their financial statement to DLG. Note that some sixth class cities may not have to complete an audit if they receive and expend less than \$75,000 and have no long-term debt.

Every city audit must be conducted with either the Auditor of Public Accounts or a certified public accountant, pursuant to a written contract.

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#### INNOVATIONS, SOLUTIONS AND EVENTS >>>>>

### 212 Ways to Learn

# Pikeville using local relationship building strategies as well as online learning to benefit employees

Pikeville City Administrator Donovan Blackburn wants to take good care of his greatest resource, his city's 80 employees. One way he's doing that is by allowing them to take training courses at work and discussing how to apply it on the job.

A year ago, Blackburn asked the city commission to allow him to close city hall at 4:00 p.m instead of 5:00 p.m. on Wednesdays. They agreed. During that hour, about 20 of his supervisors and other key employees are using the time to build relationships with their city constituents, build their own relationships as city employees and learn new information.

Blackburn's background before coming to the city was as a corporate executive, so one of his goals for the city was to provide a framework for ongoing team building.

"My intent was twofold - to help employees merge relationships with each other and to bring in community and business leaders so we could get a better feel for how the city and businesses could work together."

Pikeville City Administrator Blackburn uses the KLCIS Onnovan Blackburn wants to Online University to make it like good care of his greatest happen.



Here's how it works. One week, key "influencers" - community leaders, local agency directors, CEOs, representatives from Pikeville College, area legislators or other officials spend the hour on Wednesday with the group. This allows his staff to meet these people, hear their concerns and learn about their organization.

During that same week, staff is assigned an online training course through the KLCIS Online University which they can do on their own time. The topic could be stress management, planning and zoning, workplace safety or any of the 212 courses offered through the Online University. Depending on the topic, other city departments or staff can be included.

The following week, the Wednesday afternoon hour is spent discussing the online course and talking about applying it at work. At an average cost \$7.50 per class Blackburn said the online training is a great supplement or alternative to other types of training.

"It sure beats time out of the office and travel costs," said Blackburn. Although the program was developed for KLCIS insurance members, non-insurance members can also utilize the program as well at a slightly higher cost.

Blackburn said everyone on staff is enjoying the new investment in training. "It's a good use of an hour per week." he said.

For more information on the online university, go to www.klcis.org.

## >>>> CONVERSATION (CONT. FROM FRONT COVER)

## Conversation with Mayor Lawson

What are you doing in Richmond to address the economic climate?

Recruiting and retaining jobs. That's the only way I know to keep our money in our coffers.

You are known as a great collaborator. Why is that important?

We need each other. For us-Mayor Steve Connelly in Berea and our Madison County Judge Kent Clark, we really like each other and enjoy expanding each other's ways of thinking. It's not important who gets the credit. When it comes to major initiatives and the future of our community, everyone benefits when you work together.

And I really believe in regionalism. I think for our state to be successful we have to look at the big picture.

I also think we have so much at stake. We have serious drug problems, education, crime. We must work together to address them.

You're also known as an innovator. What is your philosophy on trying new things?

I always tell young people, there's only one thing that it's okay to steal good ideas. Just last week I was in Paducah and brought back something I'm going to bring up to our team. I never go anywhere without bringing back something I try to apply in Richmond.

What is your favorite thing about being a mayor.

Problem solving. Problems are opportunities.

You've met a lot of newly elected officials at the recent city officials orientations.

Any words of wisdom to share?

It's an honor to be elected. My philosophy is that I'm here to serve not to be served and I honestly try to live by that. My citizens know they can call me. If we can, we fix their problems. If we can't, I tell them that not everything can be fixed but they should always feel free to voice their concerns.

Although the numbers are improving, you're still one of a few women to have achieved such a high level of political visibility and success in Kentucky. As one of KLC's four female presidents in its 81-year history, what advice do you give to women seeking office?

Start earlier and work later. It's definitely harder but women do bring a different sensibility and

sensitivity to the job. I love working with great people, men and women.

And young people. How can we get more young people engaged?

Listen to them. I have had a lot of success involving college students in the local government process. We have implemented much of what they have suggested, especially downtown. So we are starting some similar programming within our schools and high schools. Kids surprise you. I asked our fourth graders to write and tell me what they thought about a local curfew and the majority of them actually thought it was a good idea.

Looking ahead, what lies in store for you?

I plan to run for another term as mayor and after I finish serving as mayor I want to join the Peace Corps. I've been researching opportunities and hope to work in Africa, most likely in Tanzania or Uganda. I try to have a goal for each decade of my life.

Final thoughts for our members?

Call me. I want your ideas. Let's talk about what you're doing or what you want to do. My cell number is 859-



MAYOR KASH SHARES SUCCESS OF NEW PROJECT WITH FORMER MAYOR BEACH



On October 28, the City of Beattyville dedicated its new water plant, named after former Mayor and KLC Past President Charles Beach III. The dedication was attended by numerous dignitaries, including representatives from the offices of their U.S. and Kentucky Senate and House delegations.

The state-of-the-art water plant is designed to meet the needs of Beattyville and the surrounding communities for the next 50 years. One of its features is that chlorine gas is not used as a disinfectant for the water, but rather sodium hypochlorite is produced on-site in a process that uses salt brine, which is much safer for the employees and the community in general compared to chlorine gas.

While the plant is impressive in its technology and aesthetics, what's more impressive is the cooperation among local leadership that brought the plant from a concept to a reality. Mayor Joseph Kash and former Mayor Charles Beach both spoke that this plant is an example of what can be accomplished when two city administrations work closely together, alongside the current and former county judge executives, and their state and U.S. congressional delegations. Mayor Beach was proud of the fact that the city only had to take on about \$1 million in debt, because they were able to fund the rest of the cost (over \$10 million) with grants from a variety of sources. The level of cooperation between both mayors' administrations was futher highlighted by the fact that both of their respective city council members are listed on the dedication plaque on the building.

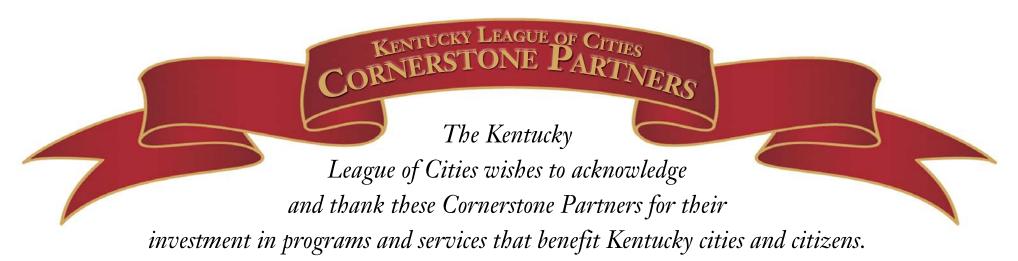
Beattyville's new water plant will be insured by KLC Insurance Services. The city has been a KLCIS member since 1995.

# GOT A BETTER IDEA?

Is your city doing something that addresses a real need or solves a problem in a

replicable way? Know of a study, report, guidebook, website or other resource that would be helpful to your peers in local government? Tell us. We'll publicize it in KLC media.

Contact Sr. Marketing and Communications Manager, Terri Johnson, with ideas at 1-800-876-4552 or tjohnson@klc.org.







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#### HDR/Quest Engineering

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Contact: Charles R. Scroggin charlie.scroggin@hdrinc.com Phone: 859-223-3755 www.hdrinc.com

#### Kentucky Ready Mix Concrete Association

1 HMB Circle Frankfort, KY 40601

Contact: Finley Messick finley@krmca.org Phone: 502-695-1535 www.krmca.org

## KVS Information Systems,

821 Maple Road Williamsville, NY 14221

Contact: Mark Wozniak mwozniak@kvsinfo.com Phone: 716-626-1976 www.kvsinfo.com

#### Meraki, Inc.

99 Rhode Island St. San Francisco, CA 94103

Contact: Mort Jensen mort@meraki.com Phone: 415-632-5820 www.meraki.com

#### Municipal Revenue Solutions, LLC PO Box 198

PO Box 198 Greensburg, KY 42743

Contact: Nancy Stearman mstearmancpa@cs.com Phone: 270-932-3284

#### Peel & Holland Financial Group

PO Box 8447 Paducah, KY 42001

Contact: Jerry Pace jpace@peelholland.com Phone: 270-443-2550 www.peelholland.com

#### **Pinpoint GeoTech** 405 College Ave. Clemson, SC 29631

Contact: Jim Oswald jim@pinpointpublicworks.com Phone: 864-650-0057 www.pinpointpublicworks.com

#### Qk4 Architecture Engineering

815 West Market Street Suite 300 Louisville, KY 40202

Contact: David E. Smith dsmith@qk4.com Phone: 800-928-2222 www.qk4.com

#### Quench

3231 Ruckriegel Pkwy. Suite 113 Louisville, KY 40299

Contact: Roger Morganett rmorganett@quenchonline.com Phone: 502-267-0000 www.Quenchusa.com

## **Software Solutions, Inc.** 420 East Main Street Lebanon, OH 45036

Contact: Jay Rettig jrettig@elocalgovernment.com Phone: 800-634-5644 www.elocalgovernment.com

#### **Wilbur Smith & Associates** 465 East High Street Lexington, KY 40507

Contact: John Carr jcarr@wilbursmith.com Phone: 859-254-5759 www.wilbursmith.com

# **KLC Member Cities Benefit from KLC Cornerstone Partners**

Cities all across Kentucky have found value in KLC's Cornerstone Partner Program. program invites participation from businesses market governments. By recognizing the benefit of partnering with KLC to reach its members, companies of all shapes and sizes are instantly connected to their target audience. There is also a convenience for member cities looking for a particular product or service.

Mayor Arthur Byrn of Mayfield notes, "Cornerstone Partners help KLC perform their mission of supporting its member cities. Without their investment and support, I don't think KLC could accomplish near what it does." In fact, Cornerstone Partners assist KLC with valuable training, expertise and resources throughout the year, including

the KLC Convention & Expo.

Cornerstone Partners are among the many exhibitors each year at the KLC Convention & Expo. participating as an exhibitor at the largest gathering of city officials each year, Cornerstone Partners come in contact with the decision makers for local governments. Attorney Glenn D. Denton remarks, "as a KLC Cornerstone Partner, Denton Keuler has found that networking amongst the League's municipal officials is invaluable. Cities across the Commonwealth have learned about us and the services we provide. Partnering with KLC has been an excellent way to reach this target audience.'

While KLC is not in a position to endorse the particular products and services offered by its Cornerstone

Partners, member cities are encouraged to consider Cornerstone Partners whenever the need arises. Through their support of KLC, these businesses recognize the value of marketing to cities and KLC is proud to connect them to you.

If you or someone in your city would like to recommend a company with a product or service that you have found beneficial, let us know so we can introduce them to the benefits of the Cornerstone Partner Program. Contact Terry Ueber at 1-800-876-4552 or tueber@klc.org.

#### [CONTACT US!]

Contact the KLC Member Services and Communications team for assistance in your city or with general questions about KLC membership, programs or services as well as KLC communications.



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Learn more about
the KLC
Cornerstone
Partner Program
at
www.klc.org

#### [KLC SNAPSHOT]



## KENTUCKY WELL REPRESENTED AT CONGRESS OF CITIES

The State League Delegation at the National League of Cities' Annual Business Meeting during the Congress of Cities in Orlando, Florida. (From 1-r): KLC Executive Pool Administrator/Chief Insurance Services Officer Bill Hamilton; Covington Commissioner Steve Megerle; Lyndon Mayor Susan Barto; KLC Executive Director/CEO Sylvia L. Lovely; KLC Diretor of Policy Development Joe Ewalt; Fort Mitchell Mayor Thomas Holocher; Louisville Metro Councilmember Vicki Welch; Covington Commissioner Jerry Bamberger; Simponsville City Clerk Debbie Batliner; KLC Deputy Executive Director/COO Neil Hackworth; and KLC Chief Member Services Officer Robin Cooper.



REPRESENTING LOCAL
PERSPECTIVE - SYLVIA
LOVELY JOINS THE BIG DOGS
ON POLITICO.COM

#### Talk to Sylvia Daily

Sylvia wants to know what you think... day in and day out. Post your comments about issues she's talking about or

anything on your mind by going to her blog at http://sylvia.newcities.org/.

Also read Sylvia on Politico.com (www.politico.com/arena) which is the nation's leading web and print publication devoted exclusively to politics and policy. Sylvia was asked to join "The Arena" portion of the blog which was created by Politico as a cross-party, cross-discipline invitation-only forum for civilized and intelligent conversation reflecting a broad variety of viewpoints. Arena contributors include some of the nation's leading current and former elected officials, distinguished scholars, political professionals and articulate people who can speak to and for the many important interests involved in the political dialogue.

Fred Barbush, Politico Arena editor said, "Too often, whole regions and demographic segments of the country are left out of the Washington conversation. I invited Ms. Lovely to join because of the urban and regional perspective she articulates so brilliantly on behalf of the Kentucky League of Cities, and her forward-thinking vision. Her unique voice has already added meaningfully to the many issues discussed in the Arena. We are grateful to have her and honored that she accepted."

Other featured voices on "The Arena" include Raum Emanuel, Newt Gingrich, John Kerry, Trent Lott and James Carville to name a few.



#### [STAFF KUDOS]

KLC Insurance Communications & Training Associate Callie Dezarn and KLC Claims Analyst Zilda Henson, passed their P&C licensing exams. Congratulations to both of them!

Congratulations to both KLC Administrator of Member Benefits **Heidi Lynn** and KLC Senior Underwriter **Linda Shearer**, who completed the Communicating with Confidence class through the Insurance Womens's Group Bluegrass Association of Insurance Women. They also competed in the local CSC Speak Off. Linda went on to win the competition as well as



capture the state "Speak Off" title. Congrats to both of them, and good luck Linda as she furthers regional and national pursuits!

Linda Shearer is pictured with Deborah Wade of Wells Fargo Bank in Louisville and the state education and public relations chairman for the Speak Off competition.

#### INSURANCE SAFETY GRANT UPDATE

Kentucky League of Cities Insurance Services Safety Grant Program 2009 Update

To date, the KLCIS Annual Safety Grant program has awarded more than \$2.5 million in grants to supplement existing safety budgets of our insurance members. The Kentucky League of Cities Insurance Services Safety Grant program has changed in order to make the grant cycle more timely and efficient.

This year, the 50/50 matching grant program cycle will begin in January, with awards in the Spring.

#### **Deadlines to Remember**

- January 2 through February 27, 2009 KLCIS Safety Grant Application for 2009 will appear on the KLCIS website
- April 15, 2009 Eligible applicants will receive award notices by mail of their awards
- June 1, 2009 Deadline for submitting receipts for reimbursement

#### **KLCIS Safety Grant Eligibility**

- Eligible applicants must purchase General Liability, Workers' Compensation or Property Insurance through KLCIS to receive grant awards.
- Eligible items must be purchased in the fiscal year that they were applied for.
- For those cities or agencies graded on the KLCIS Scorecard System, eligibility of requested items will be considered in conjunction with requested items on the most recent scorecard evaluation.
- Applications will be reviewed by the Safety Grant Committee and will be considered on a case-by-case basis. Determinations will be based upon the List of Eligible Items including specific purchases under the following categories: training, playground, in-car video or digital camera systems, law enforcement, water/wastewater, health programs and equipment, personal protective equipment, safety equipment and training.



#### **N**EWCITIES RECOGNITION

The Kentucky Community and Technical College System recently celebrated its 10th

anniversary at the annual President's Gala Benefactors Awards with a special recognition to the Kentucky League of Cities (KLC) and the NewCities Institute. KCTCS President Michael McCall recognized the 2008 KCTCS benefactors which included NewCities Institute and KLC, Lexington; and Siemens, Germany. KLC and the NewCities Institute are partnering with KCTCS to raise the civic capacity of Kentucky by engaging students in community activities and training seminars. Siemens, a major provider of complete electrical, engineering and automation solutions, has partnered with KCTCS to assist in the area of workforce development. More than 700 KCTCS faculty, staff and benefactors attended the event sponsored by Cisco, four underwriters and 30 corporate sponsors.



#### [CITY PEOPLE]

Saint Matthews former mayor and current councilmember Arthur Draud was the recipient of the 2008 Peyton Hoge III Award. The award is named in honor of the former mayor of the City of Anchorage for his years of public service and is presented to an individual who has demonstrated a sincere and dedicated commitment of public service on behalf of the residents and businesses of Jefferson County suburban cities.



#### [KLC MARKETPLACE]

Got a position you need filled? *KLC Direct* and www.klc.org can help. Send us information about job postings and we'll place them in the newsletter (three-week turnaround time) or online instantly. Go to www.klc.org/Member Resource & Tools/ Employment Opportunities.

Both services are currently free to members. Contact Member Services Associate Carson Kerr at ckerr@klc.org or 1-800-876-4552 for more information.

## National League of Cities (NLC) Initiative Cautions Against Tapping Into Retirement Plans

Guest column by Marc Shapiro, National League of Cities

#### Ask yourself these questions:

- 1. What is my retirement vision?
- 2. Have I realistically estimated expenses?
- 3. How will I pay healthcare and long-term care costs?
- 4. What can I expect from my defined benefit pension?
- 5. What can I expect from Social Security?
- 6. Have I estimated how long my resources will last?
- 7. How should I draw income from my accounts?
- 8. How can I manage taxes?
- 9. How should I manage my retirement investments?
- 10. Should I consult with a professional?

In the midst of a slowing economy that could cost them their jobs and a growing credit crisis that has put their homes at risk, millions of U.S. workers, including public sector employees, are eyeing their

defined contribution retirement plans as a source of cash to ease them through.

But borrowing from an employer-sponsored defined contribution retirement plan - on the rise according to recent surveys from several financial

The Employee Benefit Research Institute estimates private sector participants have nearly \$50 billion in outstanding loan balances in their retirement plans.

institutions - can be an expensive idea and one that should be far down any public sector worker's list of options.

The rate of borrowing from 401(k), 457 and other workplace savings programs is on the rise, according to reports from several major financial institutions. The Employee Benefit Research Institute estimates private sector participants have nearly \$50 billion in outstanding loan balances in their retirement plans.

To emphasize their concern, the National League of Cities (NLC) and ICMA-RC have joined to encourage public sector employees to use other resources before borrowing from their retirement plans. ICMA-RC provides retirement plans exclusively to state and local governments and is an NLC Corporate Partner.

"We are working closely with cities and city employees to ensure they know the wealth of resources available to help them cope with mortgage payments and other financial pressures during these tough economic times," said

NLC Executive Director Donald J. Borut. "By joining with ICMA-RC, we are working to raise awareness with city workers and are encouraging them to consider all the alternatives."

The joint NLC/ICMA-RC effort includes links to resources available to homeowners facing economic uncertainty because of job loss or impending home foreclosure.

Links to information about saving for retirement as well as basic financial education tools available at www.ICMARC.org are also on the NLC website www.nlc.org.

# tha mun und cities stree qua am

#### THE ECONOMIC CRISIS

- Help your employees understand that times are tough for cities. While that is scary for city employees, it's something that cities across the state are facing
- Citizens don't understand all that cities offer – it's up to municipal employees to help them understand all the services that cities provide (utilities, parks, streets, trash pick up, public safety, quality of life and cultural amenities)
- Provide information from your benefits provider on personal finance and financial planning through pay voucher stuffers.

Encourage
employees to
suggest ways to cut
costs and enhance
efficiency at work
and at home

## ALTERNATIVE MOVES TO AVOID BORROWING

The NLC website offers advice on alternatives to borrowing from a retirement plan:

- If an employee is falling behind on their mortgage payments, they should contact their lender immediately. If they have an adjustable-rate mortgage and have good credit, they could refinance to a fixed-rate mortgage. Counseling services can help homeowners work through a financial crisis such as this.
- Retirement plan sponsors may offer financial education on their websites. Or go to www.ICMARC.org to learn more about saving and investing.

For more information visit www.nlc.org/resources\_for\_cities/nlc\_icmarc\_resources.aspx.

## Educate Your Employees about the Economic Landscape

## The Pitfalls of Tapping Retirement Plans

• Borrowing from retirement plans mean employees are borrowing potentially expensive money. They are forfeiting whatever the loan balance would have earned while they are paying off the loan. Because of future compounding on the money they borrowed the final cost of the loan could have a significant impact on

their savings at retirement.

- Borrowing adds additional risk because the loan may be due immediately if they quit or lose their job.
- They may also qualify for a "hardship distribution" if their plan offers one. Rules vary by plan, and federal regulations are specific on how these withdrawals can be used. The withdrawals do not have to be repaid, but the employee must pay

taxes and any applicable penalties on the hardship distribution. The impact on retirement savings can be substantial in the long run.

For example, if an individual received a \$15,000 hardship distribution at age 35 from an account with a balance of \$30,000, over the course of 30 years the distribution would cost more than \$122,000 in lost savings, assuming a seven percent return on investment.

### CITY POSTCARD >>>>>

## A Look at the City of Windy Hills



Mayor: Louis A. Phillips **Population:** 2,673

Location: Windy Hills is a suburban city of 1,200 homes located in Eastern Jefferson County. Windy Hills takes pride in being a "City of Historic Homes," including one that President Zachary Taylor lived in during the 1790s.

**Update:** Over one hundred residents turned out for a community listening session held in Windy Hills this past summer, facilitated by the NewCities

Institute. The event was geared towards discussing such topics as quality of life, safety issues, beautification, cooperation with regional and metro governments, environmental protection, heritage preservation and planning and development. Additional work is under way with a resident survey, which along with the responses from the listening sessions, will lead to a strategic plan for future development.

#### Website:

www.cityofwindyhills.com

## Remind Your Employees and Citizens about Winter Time Safety!

#### BE AWARE OF YOUR SURROUNDINGS

Workplace safety tips from the Kentucky League of Cities Insurance Services (KLCIS) - coming and going to your vehicle

By Mark Filburn, Kentucky League of Cities Insurance Services Loss Control Specialist

While we work hard to keep our cities safe it's important to be aware as you enter and exit the workplace or anywhere. Remember these tips any time and anywhere, particularly after dark - at the grocery, the mall or even in your own driveway.

When arriving at work park in a well lighted area.

- Be cautious when exiting your vehicle.
- Have your cell phone readily available.
- Be aware! Look around for suspicious individuals near your car.
- Do not get out drive away or wait until they leave the area. Keep your doors locked.
- Call 911 if you are in fear of your safety!
- If someone suspicious approaches your
- vehicle, honk your horn. It's the loudest and fastest way to scare someone off or let others know that you need help.
- There is safety in numbers. If possible, walk or travel with another individual.

#### When leaving work, be aware!

- If working late, let someone know! Also, let them know when you are leaving work.
- If you are working after dark, move your car closer to the building.
- Before leaving the building, look outside for potential danger.

- Have your keys ready when you are walking to your car.
- Once again there is safety in numbers. If possible, walk or travel with another individual.
- Before getting into your vehicle look in the back and front compartments (seats and floor) to make sure no one is hiding in your car. If you observe someone in the car run; then use you cell phone, scream for help, or make noise!
- Upon returning home, particularly after dark, be aware; do not linger at the entrance of your residence. If you feel

something is strange (door open, glass broken) do not enter! Go elsewhere and call the police.

Stay on guard when using public transportation or walking to another location downtown.

- When waiting for a bus or taxi, try to select a well lit area. Aim for a busy stop where many people will be coming and going.
- If you think you are being followed, head for an occupied building, such as a restaurant, gas station, bar or police station.
- Try not to carry a lot of packages at once, as this makes you an easy target.

The Kentucky League of Cities cares about your safety. Please use caution and follow these recommendations when entering or leaving.

The information contained in this article was designed to assist you with your personal safety. There are no guarantees against crime, however, awareness is the best way to keep from becoming a victim of crime.

## >>>>> LAW ABIDING (CONT. FROM FRONT COVER)

## **City Audit Deadlines**

KRS 91A.040 (4) requires that the audit be prepared in accordance with accepted accounting principles. The audit contract must require:

- 1. An examination of the basic financial statements;
- 2. Examination of local government assistance funds, including certification that the funds were used for the purpose intended; and
- 3. A printed report of the auditor's opinion on the financial statements, supplemental information

and required findings.

The audit will then be presented to the city's legislative body at a regular or special meeting. Within 30 days of completion of the audit and presentation to the legislative body, an advertisement should be published in accordance with KRS Chapter 424. advertisement should include the auditor's opinion letter, the "Budgetary Comparison Schedules - Major Funds," and information regarding public inspection at city hall and availability of copies. Fifth and sixth class cities have the option

of mailing the audit to each resident, rather than purchasing an advertisement, if this is more cost-effective.

Penalties for violation of the audit requirement can be found in KRS 91A.040(10) and include fines, civil forfeiture and costs of attorneys fees for any resident that brings an action to enforce the requirements.

If technical assistance is needed, please contact the Department for Local Government at 1-800-346-5606. More information is also available through KLC's Legal Department, at 1-800-876-4552.

# [SHOW ME THE MONEY]

#### GRANTS REMINDER

The Department for Local Government has information on several approaching state and federal grant deadlines.

For more information go to www.gold.ky.gov/grants/ or call 502-573-2382 or 1-800-346-5606.

- Cemetery Preservation Fund -Applications being accepted November 1-December 31, 2008.
- Community Development Block Grant - Pre-submissions in all program areas will be accepted from May 1, 2008 to January 6, 2009. Full applications are accepted after approval of the pre-submission until the following dates:
- **CERF** February 2, 2009
- Community Projects February 2, 2009
- Housing February 2, 2009
- Economic Development March 31, 2009
- Public Facilities February 2,
- Recovery Kentucky February 2, 2009
- Flood Control State Matching Grant Program - January 1-December 31, 2009
- Land and Water Conservation Fund - December 15, 2008 -March 1, 2009
- Recreational Trails Program December 1, 2008 February 1, 2009

#### **KLC** Direct

#### OFFICERS

Connie Lawson, Mayor of Richmond, President; Michael D. Miller, Mayor of Jackson, First Vice President; Elaine Walker, Mayor of Bowling Green, Second Vice President; Glenn V. Caldwell, Mayor of Williamstown, Immediate Past President; Sylvia L. Lovely, Executive Director/CEO, KLC

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The voice of Kentucky cities.

**KLC** *Direct* is published monthly by the Kentucky League of Cities (KLC). KLC is a voluntary association of nearly 400 cities and provides a multitude of services to assist in improving local government. Please address any correspondence to *KLC Direct*, Kentucky League of Cities, 100 East Vine Street, Suite 800, Lexington, KY 40507-3700. Phone (859) 977-3700 or 1-800-876-4552. Fax (859) 977-3703. www.klc.org. **EDITORIAL STAFF** 

Publisher, Sylvia L. Lovely; Sr. Marketing & Comm. Manager/Editor, Terri Johnson; Design/Layout, Ulysses Hayes; Dir. of Member Services, Robin Cooper By providing pertinent information, the Kentucky League of Cities does not necessarily endose the views, services, programs or initiatives described in the listed references or websites, nor is the Kentucky League of Cities responsible for any statements or material contained therein. This publication provides information and links as a service to readers for their consideration. For a full list of KLC staff visit www.klc.org.

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## **LEADERSHIP ADVANTAGE >>>>>**

## 2009 City Officials Academy



### January 12-14, 2009 Embassy Suites, Lexington

To review the full agenda and register online, go to www.klc.org. With questions, call Robin Cooper, chief member services officer at 1-800-876-

The KLC City Officials Academy has quickly become one of the most important

events of each election cycle. The two-day academy, which began in 2005, blends intense and interactive training with the opportunity to meet and learn from your peers. Created specifically for city officials, the academy will include plenty of time for questions and answers and sessions on:

- Creating a community vision
- The framework of city government
- KLC legislative program a legislative overview and defining your role
- Getting the most from your appointed city officials
- Tour of the KLC website
- Insuring your city against potential liabilities

- Overview of personnel law
- Conducting effective city meetings with "Mock City Council"
- Working with media
- Public purpose spending/contracting/procurement/budgeting and audits
- Breakouts on:
  - Municipal Procedures (meetings, records, ordinances, orders and resolutions)
  - Forms of City Government (mayor-council, city commission, city manager)
  - Personnel Law for Supervisors
  - Building a Policy Making Team
  - KLC Insurance Programs
  - Planning & Zoning
  - Municipal Finance and Investment
  - Municipal Taxing Authority
  - Local Government Ethics Law

To review the program agenda or register online, go to www.klc.org.



#### When someone from Agility calls, stay on the line! KLC

Insurance Services has formed a partnership with Agility Recovery and insurance members are reaping the benefits. Within 48 hours of an interruption in government services Agility will deliver any or all of the four key elements of recovery: power, technology, space and connectivity. The program has been piloted in

six Kentucky cities already: Paducah, Owensboro, Bowling Green, Nicholasville, Ashland and Pikeville.



Nearly 40 cities are using KLCIS Drug Free Workplace Certification Program. KLCIS members are able to realize a five percent discount on WC premium by becoming certified as a Drug Free Workplace by the Commonwealth Department of Insurance. KLCIS is assisting members in the certification with the first year of employee and supervisor training at no cost. The assistance and training are being provided by Gary Moberly & Associates with whom KLCIS has an exclusive contract. A supplemental branding program is also providing KLCIS "drug free" door stickers and general materials as well as positive media relations which cities are using.

## **GET ON BOARD!**

The Kentucky League of Cities has the statutory responsibility to recommend members for appointment to several state boards and commissions. To fulfill this obligation, KLC submits names to the Governor's office for consideration in filling expiring board positions. Currently, KLC is seeking individuals who are interested in serving on the following boards:

- Geospatial Board
- National Guard and Reserve Employers' Council
- Oversight Committee, Local Distribution Fund

Read full descriptions of board requirements at www.klc.org.

If you would like to be considered for a position on one of these boards, please contact Eleanor Barbour at 100 East Vine Street, Suite 800, Lexington, KY 40507, or call 1-800-876-4552 or ebarbour@klc.org.



Konom sydmen is designed internally to save our members money.







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