

# City of Crescent Springs

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City Administrators Report  
Caucus Meeting  
Monday, November 13, 2023

## **Report Talking Points:**

### **John Chamberlin Audit Presentation Update:**

- Present at the upcoming Finance Committee Meeting:
  - *Tuesday, November 21<sup>st</sup> Finance Committee Meeting at 4pm.*
- Present at the January Council Meeting:
  - *Monday, January 22<sup>nd</sup> Council Meeting at 6pm.*

### **Police ILA History to place on the City Website:**

- At the October Council Meeting, the idea was brought up to place information on the city website related to the Villa Hills PD ILA history so that are residents can view.
- An email was sent out on Friday regarding this idea.

### **CVFA meeting on Monday, November 20<sup>th</sup>:**

- Jim Cahill has asked that the finance committee meet at 5:30 on Monday, November 20<sup>th</sup>.
- Discussion on the proposed budget for FY2024 / 2025 will include the finished building (hopefully) and the 8-full-time employee's plan.
- The actual budget will not be presented for your approval until December 18<sup>th</sup>.
- All are invited to attend if interested.

Take care,

Mike Daly  
City Administrator / Zoning Administrator  
City of Crescent Springs  
Work Email: [mdaly@crescent-springs.ky.us](mailto:mdaly@crescent-springs.ky.us)  
Work Phone: 859.912.4481

**Friday, November 10, 2023**

Mayor Daugherty and Councilmembers,

Good afternoon.

At the October Council Meeting, the idea was brought up to place information on the city website related to the Villa Hills PD ILA history so that residents can view. Below you will see a piece that Councilmen Schult and me have been working on for this idea along with 7-attached documents to go with it. At Monday's Caucus meeting, I will bring this discussion up under my report to see if there is any other input on this idea.

Take care,

Mike Daly  
City Administrator / Zoning Administrator  
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Work Cell: [859-912-4481](tel:859-912-4481)  
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The workgroup developed an entirely new ILA that creates a formula to fund police services based on population, taxbase, and run volume. It covers the entire police department (not just patrol) to ensure all services are accounted for. It includes a budget process that gives the Mayor of Crescent Springs the ability to review, comment, suggest changes, and sign off on the police department budget every year before Villa Hills approves its budget. It has "true-up" provisions that covers both deficits and surpluses so neither city will pay for the other or make money off the other. It also adds a formal dispute resolution process so we are no longer faced with having to "give notice" as the only option to deal with unresolved issues. It also conforms to the recently updated ILA language found in KRS. The workgroup has developed an entirely new ILA.

**Villa Hills / Crescent Springs Police ILA Working group:**

Jim Cahill, Villa Hills Councilman  
Scott Ringo, Villa Hills Councilman  
Craig Bowman, Villa Hills City Administrator

Mark Wurtenberger, Crescent Springs Councilman  
Bill Schult, Crescent Springs Councilman  
Mike Daly, Crescent Springs City Administrator

**Here are some highlights from the new drafted document:**

- Creates a formula to fund police services based on population, taxbase, and run volume.
- Covers the entire police department (not just patrol) to ensure all services are accounted for.

- It includes a budget process that gives the Mayor of Crescent Springs the ability to review, comment, suggest changes, and sign off on the police department budget every year before Villa Hills approves its budget.
- Has a “true-up” provisions that covers both deficits and surpluses so neither city will pay for the other or make money off the other.
- Added a formal dispute resolution process so we are no longer faced with having to “giving notice” as the only option to deal with unresolved issues.
- Conforms to the recently updated ILA language found in KRS.

The following documents are related to the Inter-Local Agreement for Villa Hills PD services since 2018:

- The original agreement titled “Crescent Springs Interlocal Agreement 20180131”.
  - The 2020 Revised agreement titled “Interlocal Agreement Signed by Secretary of State”.
  - Ordinance 2021-16 titled “Interlocal Agreement Amend Police Services-Additional Officer”.
  - Ordinance 2021-13 titled “Additional Budget Funds for Police”.
  - Document titled “Police Department contact information and discussion 2023”.
  - Document titled “FY 23-24 draft Interlocal PD”.
  - Funding Example
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## **Sewage Smell:**

- Sierra Drive
- Complaints regarding smell
- Smell of sewage for the last year
- SD1 issue
- Dry Creek plant on Amsterdam Road in Villa Hills
- Working on a resolution to fix the problem
- Director Miller has been in contact with the SD1 group

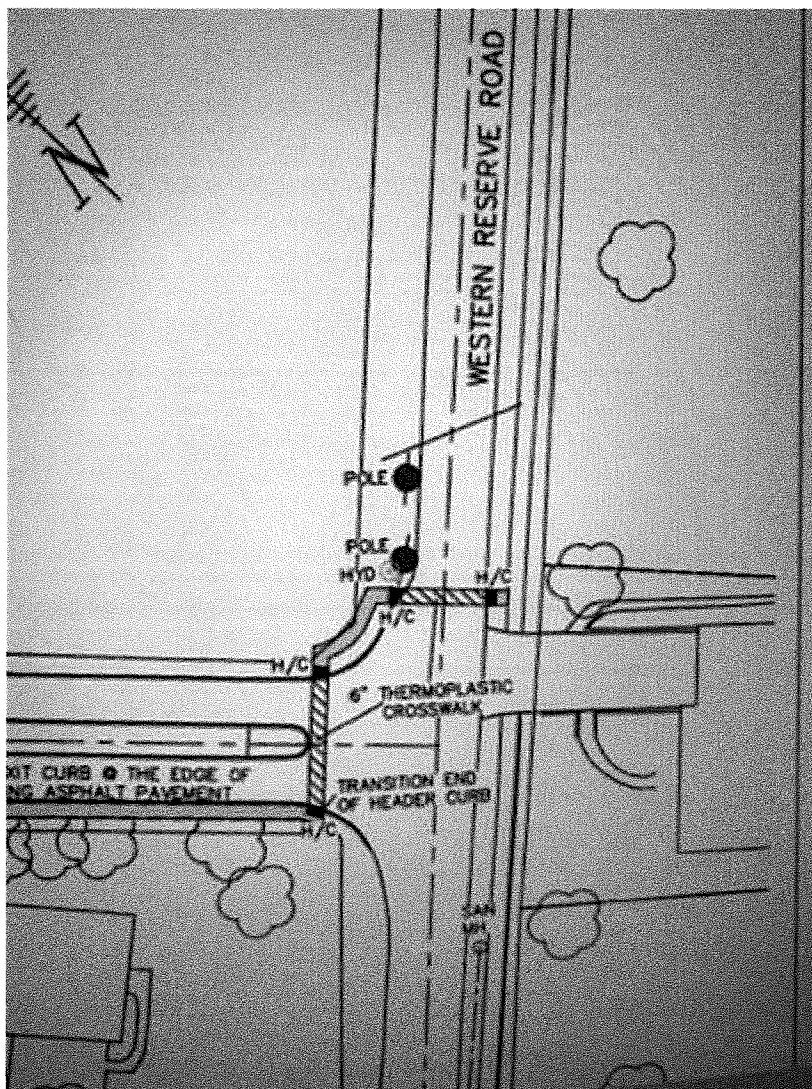
**Friday, November 10, 2023**

Mayor Daugherty and Council Members,

Good afternoon. Hope everyone has had a nice week!

For Monday's, November 13<sup>th</sup> Caucus meeting, please see below information along with attached two documents to go with the Woodhill Court / Western Reserve Road crosswalk / 3-Way Stop discussion. Both the project site and project bid documents have a crosswalk being installed on Western Reserve Road. If there are any questions, please let me know.

**1) Project Site Plan:**



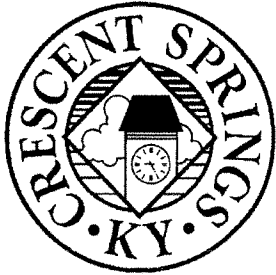
**2) Project Bid Document:**

*INSTALL CROSSWALK*

- Install two 6-inch thermoplastic crosswalks at the intersection of Woodhill Court and Western Reserve Road as shown on Project Plan.

Take care and have a nice weekend!

Mike Daly  
City Administrator / Zoning Administrator  
City of Crescent Springs  
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Crescent Springs has been working on updating our current personnel policy for the 21<sup>st</sup> century with the help of the Kentucky League of Cities, known locally as the KLC. The city's 58-page manual on employee conduct has only gone through minor changes since its inception in 2003, but this review effort has been in the pipeline dating back 2 1/2-years. Over the course of the last 36-months, KLC has reviewed our current policy, compared it to dozens of other towns they have worked with before along with any laws that changed over the previous three decades and created a whole new document that addresses everything in-between.

KLC collaborated with staff on this project and did not come in and just try to dictate that this is what they are recommending and expect us to accept. Because of their expertise in personnel law, human resource matters, and knowledge of municipal law, KLC recommendations were right in line on where we need to be currently with the Employee Handbook.

## **A few recommendations early on in the process included the following:**

- *Recognition of new federal holidays*
- *Longevity benefits*
- *More in-depth job descriptions*
- *Best practices for employee discipline*

The goal was to try to be as policy neutral or policy beneficial not policy backwards. We needed to make it better for our current employees and the employees we haven't even hired yet. Staff feels the new Employee Handbook has been drafted in clear, concise and easy-to-understand language.

## **City of Crescent Springs Employee Handbook is broken down into the following 12-areas:**

- Table of Contents
- Definitions
- Mission Statement and Organizational Chart
- Section 1 – General Provisions
- Section 2- Hiring and Employment
- Section 3 – General Employment Policies and Rules
- Section 4 – Conflict of Interest and Code of Ethics
- Section 5 – Employee Financial Practices, Reporting and Reimbursement
- Section 6 – Classification and Compensation
- Section 7 – Health, Retirement and Other Benefits
- Section 8 – Paid and Unpaid Leaves
- Section 9 – Appendix and HR Forms

**The newly drafted Employee Handbook includes a few of the following highlighted items:**

- A conspicuous disclaimer in the front of the handbook that states the policies do not create contractual rights and that employees continue to be terminable at will: The statement is something to the effect of: The City Employee Handbook does not create any contractual or other legal rights. The personnel policies contained in this Handbook do not alter the city's at-will employment policy nor do they create an employment contract for any period of time.
- A clear, comprehensive equal employment opportunity statement that includes required language from the Kentucky Pregnant Workers Act passed in the 2019 Legislative session regarding pregnancy, childbirth and related medical conditions: An example of this language would be: The city provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, pregnancy, childbirth, pregnancy/childbirth-related medical conditions, genetic makeup, national origin, disability, veteran or family status, an individual's status as a smoker or nonsmoker, genetic makeup or any other status or condition protected by applicable local, state or federal laws, except where a bona fide occupational qualification applies. In addition to federal law requirements, the city complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.
- An updated Americans with Disabilities Act (ADA) policy: The Kentucky Pregnant Workers Act also makes clear the right of an employee to a reasonable accommodation for pregnancy/childbirth medical conditions. Updated language is the following, the city will offer equal employment opportunities for qualified individuals who may have a physical or mental disability, including medical conditions related to pregnancy, but who can still perform the essential job functions with or without reasonable accommodations. The city will provide reasonable accommodations to individuals qualifying under ADA only when that accommodation does not create an "undue hardship" to the city. Keep in mind that unpaid time off is considered an accommodation under the ADA. If Crescent Springs were to have an employee with a disability that has used up all forms of paid and unpaid leave, unpaid leave may be required before ending the employment relationship.
- Hiring policies that reflect the current practice and requirements under the law: As part of the hiring policy, we now have policies requiring background checks. When performing background checks, we now need to be cognitive of the Federal Credit Reporting Act requirements, as well as the requirements under KRS 335B.020 which was amended in the 2017 legislative session. Cities, as public employers, cannot automatically disqualify an applicant for employment based solely on the fact the applicant was convicted of a crime. The only exception to this is when the crime "directly relates to the position of employment sought." Even with this exception, employers should consider whether or not the applicant has been rehabilitated, as well as the seriousness of the crime, and the time that has passed since the conviction.
- An up-to-date harassment policy that includes training: The city's harassment policy is in place and condemns not only sexual harassment, but all forms of unlawful harassment. The policy is clearly set out in an easy-to-follow process for filing a complaint, anti-retaliation provisions, and a statement regarding what action will be taken if it is determined that harassment has



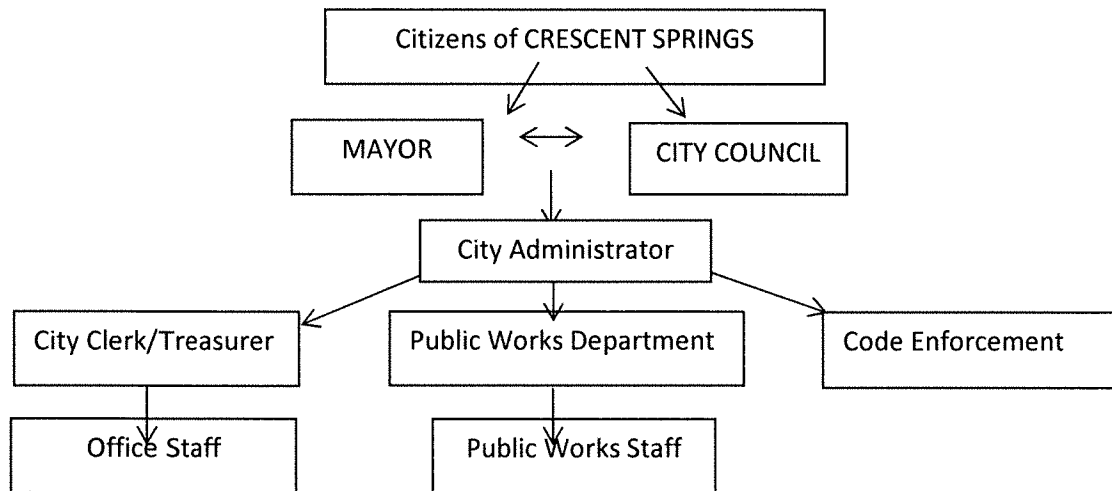
occurred. As important as having this written policy is, the training that is provided to Crescent Springs employees will also be a high priority.

- A policy on workplace violence that condemns all threats and acts of violence, as well as provides information on the complaint process and anti-retaliation provisions: This policy is based on the current state of the law.
- An explanation of the employee disciplinary procedures that will be followed in addressing disciplinary problems: Documentation of all disciplinary action, including verbal reprimands. We have language stating that any list of prohibited behaviors is not all-inclusive.
- Detailed information on the drug and alcohol testing policy, particularly if your city has safety-sensitive or federally regulated positions, such as DOT employees: Policy addresses when post-accident testing can take place, and it complies with state and federal law.
- Updated overtime policy: The U.S. Department of Labor (DOL) announced a rule change that impacted the exempt/nonexempt status of employees. Upon publication in the Federal Register the rule was made final and, based on the effective date of January 1, 2020. We reviewed employee classifications to determine which employees, if any, were impacted by the change. The policy makes it clear when overtime will be paid.

**In addition to the above items, the employee handbook addresses any policies, rules and practices within the City of Crescent Springs, such as:**

- *Benefits*
- *Meal's*
- *Dress Codes*
- *Social Media*
- *Internet/Email use policies*
- *Sick Leave Donation*
- *FMLA*
- *Safety Guidelines*
- *Leave policies in line with the changing times*

### Organizational Chart of City Government:



### Health and Other Benefits

The City participates in group health, vision, dental, and life insurance programs. The City reserves the right in its sole discretion to change or modify these benefits.

#### **Health Insurance:**

- All full-time employees are eligible for group health insurance for themselves and their dependents. Dependents are defined in the Certificate of Coverage. The effective date of coverage will be the first day of employment.
- The city will provide coverage for employees and their dependents up to a maximum amount, as determined by the city and reflected in the annual budget. Specific information regarding health insurance plans available to employees should be obtained from the city clerk/treasurer.
- Full-time employees who do not wish to be covered by the city's health insurance because they have other employer group coverage with a spouse or former employer may waive coverage. For additional information contact the city clerk-treasurer.

#### **Dental Insurance:**

- All full-time employees are eligible for dental insurance for themselves and their dependents beginning on the first day of employment. The city may provide the cost of dental insurance for each full-time employee. The employee may elect optional dependent coverage if the employee pays the additional cost for dependent or family coverage.

#### **Vision Insurance:**

- All full-time employees are eligible for vision insurance for themselves and their dependents beginning on the first day of employment. The city will provide coverage for employees and their dependents up to a maximum amount.

**Life Insurance:**

- All full-time employees may be provided life insurance coverage for the duration of employment. Life insurance shall be effective on the first day of employment.

**Paid Leave:****The current list of Holiday Leave:**

- New Years Day
- Presidents Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Years Eve

**The new recommended list of Holiday Leave:**

- |                              |                          |
|------------------------------|--------------------------|
| ▪ New Year's Day             | January 1                |
| ▪ Martin Luther King Jr. Day | 3rd Monday in January    |
| ▪ President's Day            | 3rd Monday in February   |
| ▪ Spring Holiday             | Friday Before Easter     |
| ▪ Memorial Day               | Last Monday in May       |
| ▪ Juneteenth                 | June 19th                |
| ▪ Independence Day           | July 4th                 |
| ▪ Labor Day                  | 1st Monday in September  |
| ▪ Veterans Day               | November 11th            |
| ▪ Thanksgiving Day           | 4th Thursday in November |
| ▪ Day after Thanksgiving     | 4th Friday in November   |
| ▪ Christmas Eve              | December 24              |
| ▪ Christmas Day              | December 25              |
| ▪ New Year's Eve             | December 31              |

**Note:** We have added Martin Luther King Jr. Day, Juneteenth, and Veterans Day. The following days are designated as paid holidays for eligible exempt and full-time workers.

**Job Classifications are offered for the following positions:**

- City Administrator
- City Clerk/Treasurer
- Assistant City Clerk
- Part-time Clerical Assistant

- Public Works Director
- Public Works Laborer
- Seasonal Public Works Laborer
- Seasonal Parks Maintenance Assistant
- Code Enforcement Officer, Part Time

**Pay Plan Classification:**

Crescent Springs City Council has adopted a Pay Plan, which includes the salary ranges for each Class of positions in the Classification Plan. The mayor achieves the maintenance of the pay plan through annual evaluations. Criteria for this evaluation include providing fair compensation for all classes in the Classification Plan, considering ranges of pay for other classes, rates of pay for comparable services in private and public employment in the area, cost of living data, other benefits received by employees, the City's financial condition and policy, and any other factors that are relevant.

Position	Per Hour	Annual Range
City Administrator	N/A	\$80,000 to \$130,000
City Clerk/Treasurer	N/A	\$60,320 to \$85,280
Assistant City Clerk	\$18.00 to \$29.00	\$37,440 to \$60,320
Part-Time Clerical Assistant	\$16.00 to \$26.00	N/A
Public Works Director	\$29.00 to \$41.00	\$60,320 to \$85,280
Public Works Laborer	\$20.00 to \$29.00	\$41,600 to \$60,320
Public Works, Seasonal	\$16.00 to \$26.00	N/A
Seasonal Parks Maintenance Assistant	\$16.00 to \$26.00	N/A
Code Enforcement Officer, Part-time	\$16.00 to \$26.00	N/A

**Longevity Pay (NEW):**

Longevity pay is a benefit which recognizes employees for their years of uninterrupted, dedicated service to the City of Crescent Springs. Longevity is calculated from the employees' years of service as of 1 July. Longevity pay will be paid out in the first paycheck in July of each year. Beginning at year three (3), each full or part-time employee will receive the following longevity pay:

**Years Amount**

- 3-4 \$ 500
- 5-9 \$ 700
- 10-14 \$1,000
- 15-19 \$1,500
- 20-24 \$2,000
- 25 plus \$2,500

**Paid Time Off – Annual Vacation Leave:**

Vacations are for the purpose of rejuvenating both physical and mental faculties, and all workers are urged to avail themselves of vacation periods. Vacation time off must be approved in advance by the immediate supervisor and may be used within the current calendar year (January – December 31). Unused earned vacation will be paid upon termination. Eligibility – All exempt, full-time workers and permanent part-time workers are entitled to earn and accrue annual (vacation) leave. Part-time workers will receive a pro rata vacation leave. Seasonal workers are not eligible for annual leave.

**Full-time workers accrue annual leave at the following rate:**

- *Date of Hire up to 1st anniversary 40 hours (pro-rated)*
- *On & after 1st anniversary and up to 5th anniversary 80 hours*
- *On & after 5th anniversary and up to 10th anniversary 120 hours*
- *On & after 10th anniversary and up to 15th anniversary 160 hours*
- *On & after 15th anniversary and up to 20th anniversary 200 hours*
- *On & after 20th anniversary 240 hours*

Every year brings new challenges, and one of those challenges involves the employee handbook and keeping up with ever-changing employment laws. The employee handbook can be a valuable communication tool for employees to understand what is expected of them and what they can expect from the city as the employer. In addition, the employee handbook can be of vital importance in defending an employment-related claim by showing that our city had policies relating to the employment relationship in place and that the employee was aware of those policies. Every employee will be provided a personal copy of the employee handbook at the time of hire along with current employees. Employees will ask to sign an acknowledgement stating that they received a copy of the employee handbook and that they are responsible for reading and understanding the information contained in the handbook. This signed acknowledgement will be placed in the employee's personnel file. City staff will annually review city policies to be certain we are compliant with any recent employment law changes, as well as changes in city practices. Checking on these matters now could prevent costly liability issues from occurring in the future.