

MERCER COUNTY ORDINANCE NO.: 47 CITY OF HARRODSBURG
ORDINANCE NO.1994-1992
CITY OF BURGIN ORDINANCE NO.:

An ordinance establishing a code of ethical conduct applicable to the officers, employees and candidates of the Mercer County, City of Harrodsburg, City of Burgin and their agencies.

WHEREAS, the General Assembly of the Commonwealth of Kentucky has enacted legislation in KRS Chapter 65 requiring Legislative Bodies to enact and enforce a code of ethics governing the conduct of their elected and appointed officers and employees beginning no later than January 1, 1995; and

WHEREAS, the officials of those legislative bodies are committed to the operation of government that manifests the highest moral and ethical standards among their officers and employees and desire to comply with all requirements of the Commonwealth's local government ethics law.

NOW, THEREFORE, Be it ordained by the respective Legislative Bodies of Mercer County, The City of Harrodsburg and the City of Burgin, Kentucky:

SECTION 1. Title. This ordinance shall be known and may be cited as the "Greater Mercer County, Code of Ethics."

SECTION 2. Findings. The Legislative Bodies find and declare that:

A. Public office and employment are public trusts.

B. The vitality and stability of government depends upon the public's confidence in the integrity of its elected and appointed officers and employees. Whenever the public perceives a conflict between the private interests and public duties of an officer or employee, that confidence is imperiled.

C. Government 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 officers and employees aware of the standards which the citizenry rightfully expects them to comply with while conducting their public duties.

D. Since there are numerous Joint Boards and Commissions now existing and operating by the Legislative Bodies and more may be founded in the future the public would benefit from a joint effort on this matter as provided by the Interlocal Cooperation Act. KRS 65.210 to 65.300 and therefore the parties declare this to be their agreement:

1. This joint agreement shall continue in perpetuity until rescinded by anyone of the original Legislative Bodies pursuant to not less than 30 days notice to the other Legislative Bodies followed by a duly adopted ordinance.

2. The organization and nature of this agreement shall be administered as set out hereinafter.

3. The necessary funding to administer this joint board of ethics shall be shared by the Mercer County Fiscal Court contributing 52% and the City of Harrodsburg contributing 41% and the City of Burgin contributing 7% through their respective annual budgets.

SECTION 3. Purpose and Authority.

A. It is the purpose of this ordinance to provide a method of assuring that standards of ethical conduct and financial disclosure requirements for officers and employees of the Legislative Bodies shall be clearly established, uniform in their application, and enforceable, and to provide the officers and employees of the Legislative Bodies 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 Chapter 65., as enacted by the 1994 Kentucky General Assembly.

C. This ordinance is enacted under the power vested in the Legislative Bodies by statute and pursuant to requirements of KRS Chapter 65.

SECTION 4. Definitions. As used in this ordinance, unless the context clearly requires a different meaning:

A. "Business" means any corporation, limited or general 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.

B. "Board of Ethics" means the Legislative Bodies Board of Ethics which is created and vested by this ordinance with the responsibility of enforcing the requirements of the joint code of ethics.

C. "Candidate" means any individual who seeks nomination or election to an office of the Legislative Bodies. An individual is a candidate when the individual files a notification and declaration for nomination for office with the county clerk or 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. "Legislative Body agency" means any board, commission, authority, nonstock corporation, or other entity formed or created, either individually or jointly, by the City of Harrodsburg; City of Burgin; or Mercer County Fiscal Court.

E. "Employee" means any person, whether full-time or part-time, and whether paid or unpaid, who is employed by or provides service to the Legislative Bodies. The term "employee" shall not include any contractor or subcontractor or any of their employees nor any employees of a School District or School Board.

F. "Family member" means a spouse, parent, child, brother, sister, mother, father, son, daughter, grandparent or grandchild or the equivalent in-law relative or step relative.

G. "Immediate family member" means a spouse, an unemancipated child residing 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, as a dependent for tax purposes.

H. "Office" means any person, whether full-time or part-time, and whether paid or unpaid, who is one of the following:

1. A Mayor or County Judge - Executive.
2. A Legislative Body Member.
3. A City Clerk or County Clerk.
4. A City Manager or City Administrator.
5. A Jailer, Coroner, Constable or Sheriff.
6. A City Attorney or County Attorney.
7. Any person who occupies a nonelected office created under Kentucky Statutes.
8. A member of the governing body of any agency who has been appointed to the agency by the Legislative Body.

I. "Legislative Body" means singularly the Mercer County Fiscal Court; the City of Harrodsburg Board of Commissioners; and the City of Burgin Council. This Ordinance shall apply to a particular individual only as the facts pertain to the individual's respective Legislative Body.

J. "Legislative Bodies" means collectively the Mercer County Fiscal Court; the City of Harrodsburg Board of Commissioners; and the City of Burgin Council.

STANDARDS OF CONDUCT

SECTION 5. Conflicts of Interest in General. Every officer and employee of the Legislative Bodies and every agency of the Legislative Bodies 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 his or her official position with the Legislative Bodies to secure unwarranted privileges or advantages for himself or herself or others.

C. No officer or employee shall intentionally take or refrain from taking any discretionary action, or agree to take or refrain from taking any discretionary action, or induce or attempt to induce any other officer or employee to take or refrain from taking any discretionary action, on any matter before the Legislative Bodies in order to obtain a financial benefit for any of the following:

1. The officer or 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.
5. Any business with which the officer or employee or any family member is negotiating or seeking prospective employment or other business or professional relationship.

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 financial benefit accrues to the officer or employee, a family member, an outside employer, or a business as defined in subsection (C)(4) and (C)(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 his or her participation, vote, decision or other action taken within the scope of his or her public duties shall disclose the precise nature and value of the interest, in writing, to the governing body of the Legislative Bodies 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.

SECTION 6. Conflicts of Interest in Contracts.

A. No officer or employee of a Legislative Body or 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 Legislative Body or agency, except as follows:

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 a Legislative Body office, before an appointed office was appointed to a Legislative Bodies agency office, or before an employee was hired by the Legislative Bodies or a Legislative Bodies agency. However, if any contract entered into by a Legislative Body or Legislative Bodies 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.

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, awarding the contract, or managing contract performance after the contract is awarded. If the officer or employee has any of the authorities set forth in the preceding sentence, then the officer or employee shall have no interest in the contract, unless the requirements set forth in 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 by the Legislative Bodies or the Legislative Bodies agency and provided there are no other statutory prohibitions:

- 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.

- b. The disclosure is made a part of the official record of the governing body before the contract is executed.

c. A finding is made by the governing body Legislative Bodies or Legislative Bodies agency that the contract with the officer or employee is in the best interests of the public because of price, limited supply, or other specific reasons.

d. The finding is made a part of the official record of the governing body 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 this section. Additionally, a violation of this section shall be grounds for **removal from office or employment in accordance with any** applicable provisions of state law and ordinances, rules or regulations of the Legislative Bodies.

SECTION 7. Receipt of Gifts. No officer or employee of the Legislative Bodies or any Legislative Bodies agency shall directly, or indirectly through any other person or business, solicit or accept any gift whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which 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 his or her public duties.

SECTION 8. Use of Legislative Bodies Property, Equipment, and Personnel.

No officer or employee of the Legislative Bodies shall use or permit the use of any Legislative Bodies time, funds, personnel, equipment, or other personal or real property for the private use of any person, unless:

1. The use is specifically authorized by a stated Legislative Bodies policy.
2. 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 9. Representation of Interest Before the Legislative Body.

A. No officer or employee of the Legislative Bodies or Legislative Bodies agency shall represent any person or business, other than the Legislative Bodies, in connection with any cause, proceeding, application or other matter pending before the Legislative Bodies or any Legislative Bodies agency.

B. Nothing in this section shall prohibit an employee from representing another employee or employees where the representation is within the context of official labor union or similar representational responsibilities.

C. Nothing in this section shall prohibit any officer or employee from representing himself or herself in matters concerning his or her own interests.

D. No elected officer shall be prohibited by this section from making any 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 10. Misuse of Confidential Information.

No officer or employee of the Legislative Bodies or any Legislative Bodies agency shall intentionally use or disclose information acquired in the course or his or her official duties, if the primary purpose of the use or disclosure is to further his or her personal financial interest or that of another person or business. Information deemed confidential is not subject to disclosure pursuant to the Kentucky Open Records Act, KRS 61.872 to 61.884, at the time of its use or disclosure.

SECTION 11. Post-Employment Restriction. No officer or employee of the Legislative Bodies or any Legislative Bodies agency shall appear or practice before the Legislative Bodies or any Legislative Bodies agency with respect to any matter on which the officer or employee personally worked while in the service of the Legislative Bodies or Legislative Bodies agency for a period of one (1) year after the termination of the officer's or employee's service with the Legislative Bodies or Legislative Bodies agency.

SECTION 12. Honoraria.

A. No officer or employee of the Legislative Bodies or a Legislative Bodies agency shall accept any compensation, honorarium or gift with a fair market value greater than \$100 in consideration of an appearance, speech or article unless the appearance, speech or article is both related to the officer's or employee's activities outside of municipal service and is unrelated to the officer's or employee's service with the Legislative Bodies.

B. Nothing in this section shall prohibit an officer or employee of the Legislative Bodies or any Legislative Bodies agency from receiving and retaining from the Legislative Bodies or on behalf of the Legislative Bodies actual and reasonable out-of-pocket expenses incurred by the officer or employee in connection with an appearance, speech or article, provided that the officer or employee can show by clear and convincing evidence that the expenses were incurred or received on behalf of the Legislative Bodies or Legislative Bodies agency and not primarily for the benefit of the officer or employee or any other person.

SECTION 13. CAMPAIGN CONTRIBUTIONS. Any candidate for a public office may accept campaign contributions and services in connection with any such campaign in accordance with applicable campaign laws.

FINANCIAL DISCLOSURE

SECTION 14. Who Must File. The following classes of officers and employees of the Legislative Bodies and 12

Legislative Bodies' agency shall file an annual statement of financial interests with the Board of Ethics:

- A. All elected officers.
- B. All candidates for elected office.
- C. Members of the Legislative Bodies':
 - 1. The Greater Harrodsburg/Mercer County Planning and Zoning Commission.
 - 2. The Board or Adjustments and Appeals.
 - 3. Board of Assessments Appeal.
 - 4. Mercer County Public Library Tax District.

5. Mercer County Fire Protection District.
6. Mercer County Conservation District.
7. North Mercer Water District.

D. Members of the Board of Ethics created by this ordinance.

E. Nonelected officers and employees of the Legislative Bodies or any Legislative Bodies agency who are authorized to make purchases of materials or services, or award contracts, leases or agreements involving the expenditure of more than Five Hundred Dollars (\$500.00).

SECTION 15. When to file Statements; Amended Statements.

A. The initial statement of financial interests required by this section shall be filed with the Board of Ethics, *or* the administrative official designated as the custodian of its *records* by the *Board* of Ethics, no later than 4:00 p.m. February 01, 1995. All subsequent statements of financial interest shall be filed no later than 4:00 p.m. on February 1st each *year*, provided that:

1. An officer *or* employee newly-appointed to fill an office *or* position of employment with the Legislative Body *or* a Legislative Bodies' agency shall file his or her initial statement no *later* than twenty-one (21) days *after* the dale of the appointment.

2. A candidate *for* a Legislative Body office shall file his *or her* initial statement no *later* than twenty-one (21) days *after* the date on which the *person* becomes a candidate *for* the elected office.

B. The Board of Ethics may *grant a reasonable* extension of time (not 10 exceed 15 days) *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 Board, the officer or employee shall, no later than thirty (30) days after becoming aware of the material change, file an amended statement with the Board.

SECTION 16. Form of the Statement of Financial

Interests. The statement of financial interests shall be filed on a form prescribed by the Board of Ethics, or the administrative official designated by the Board of Ethics. The Board, or the designated administrative official, shall deliver a copy of the form to each officer and employee required to file the statement, by first class mail or hand delivery, no later than December 29th of each year and act 10 days after new appointments. The failure of the Board, 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 17. Control and Maintenance of the Statements of Financial Interest.

A. The *Board* of Ethics shall be the "official custodian" of the statements of financial *interests* and shall have control over the maintenance of the statements of financial interest. The statements of financial interest shall be maintained by the Board of Ethics, or the administrative official designated by the Board of Ethics as the "custodian," as public documents, available for public inspection immediately upon filing.

B. A statement of financial interests shall be *retained* by the Board, or the designated administrative official, for a period of five (5) years after filing, provided that:

1. Upon the expiration of three (3) years after a person ceases to be an officer or employee of the Legislative Body or a Legislative Bodies' agency, the Board shall cause to be destroyed any statements of financial Interests or copies of those statements filed by the person.
2. Upon the expiration of three (3) years after any election at which a candidate for an elected Legislative Body office was not elected or nominated, the Board shall cause to be destroyed any statements of financial interests or copies of those statements filed by the person.

SECTION 18. Statement. Contents of the Financial Interests

A. The statement of financial interests shall include the following 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.
4. Information that identifies each source of income of the filer and the filer's immediate family members exceeding five thousand dollars (\$5,000) 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 Legislative Bodies during the past three (3) years, or which is anticipated to engage in any business transactions with the Legislative Bodies, 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 real 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 an aggregate fair market value of one hundred dollars (\$100) or more from any 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. The name and address of any creditor owed more than ten thousand dollars (\$10,000), except 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.

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 or customers of 17 businesses listed as sources of income or debt.

SECTION 19. Requirement. Noncompliance with Filing

A. The Board of Ethics, or the designated administrative official, shall notify by certified mail 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 other than that prescribed by the Board. The notice shall specify the type of failure or delinquency, shall establish a date by which the failure or delinquency shall be remedied, and shall advise the person of the penalties for a 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 period established in the notice shall be guilty of a civil offense and shall be subject to a civil fine imposed by the Board in an amount not to exceed twenty-five dollars (\$25) per day, up to a maximum total civil fine or five hundred dollars (\$500). Any civil fine imposed by the Board under this section may be recovered by the City in a civil action in the nature of debt if the offender fails or refuses to pay the penalty within a prescribed period of time.

C. Any person who intentionally files a statement **contain false information or intentionally** of financial interests which he or she knows to omits required information shall be guilty of a Class A misdemeanor.

NEPOTISM

SECTION 20. Nepotism Prohibited.

A. No officer or employee of the Legislative Bodies or a Legislative Bodies agency shall advocate, recommend or cause the:

- employment
- appointment
- promotion
- transfers; or
- advancement

of a family member to an office or position of employment with the Legislative Bodies or Legislative Bodies agency.

No family member of an elected official or person appointed to an elective office shall be employed by the respective Legislative Body or an agency of such body.

B. No officer or employee of the Legislative Bodies or a Legislative Bodies agency shall supervise or manage the work of a family member who is in the family members chain of supervision. A City Commissioner shall not be considered in the chain of supervision if the employee works in another department supervised by another City Commissioner.

C. No officer or employee shall participate in any action relating to the employment or discipline of a family member, except that this prohibition shall not prevent an elected or appointed official 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 situated 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 this Ordinance. Persons grandfathered shall not have their job descriptions changed nor be promoted, but shall be entitled to cost of living increases granted similar employees.

ENFORCEMENT SECTION 21. Board of Ethics Created.

A. There is hereby created a Board of Ethics which shall have the authorities, duties and responsibilities as set forth in this Ordinance to enforce the provisions of this Ordinance.

B. No member of the Board of Ethics shall hold any elected office, whether paid or unpaid, or any position of employment with the Legislative Body or any Legislative Bodies agency.

The members shall serve for a term of four (4) years; except that with respect to the members initially appointed, one (1) members shall be appointed by the City of Burgin for a term of four (4) year, three (3) members shall be appointed by Mercer County for a two (2) year, three (3) year and four (4) year terms. Three (3) members shall be appointed by the City of Harrodsburg for a 2 year, 3 year and 4 year terms. Thereafter, all appointments shall be for a term of four (4) years. Each member of the Board of Ethics shall have been a resident of the respective appointing Legislative Body for at least one (1) year prior to the date of the appointment and shall reside in the Legislative Bodies jurisdiction throughout the term in office. The members of the Board of Ethics shall be chosen by virtue of their known and consistent reputation for integrity and their knowledge of local government affairs. The members may be re-appointed for any number of consecutive terms.

C. A member of the Board of Ethics may be removed by the executive authority, subject to the approval of the respective Legislative Body (it different from the executive authority) for misconduct, inability, or willful neglect of duties. Before any member of the Board of Ethics is removed from office under this section, the member shall be afforded the opportunity for a hearing before the executive authority and the Legislative Body (if different from the executive authority.)

D. Vacancies on the Board of Ethics shall be filled within sixty (60) days by the appropriate executive authority, subject to the approval of the appropriate Legislative Body (if different from the executive authority.) If a vacancy is not filled by the executive authority within sixty (60) days, the remaining members of the Board of Ethics shall fill the vacancy. All vacancies shall be filled for the remainder of the unexpired term.

E. Members of the Board of Ethics shall serve without compensation, unless otherwise approved by the respective Legislative Body, but shall be reimbursed for all necessary and reasonable expenses incurred in the performance of their duties.

F. The Board of Ethics shall, upon the initial appointment of its members and annually thereafter, elect a chairperson from among the membership. The chairperson shall be the presiding officer and a full voting member of the Board.

G. Meetings of the Board of Ethics shall be held, as necessary, upon the call of the chairperson or at the request of a majority of the members.

H. The presence of five (5) or more members shall constitute a quorum and the affirmative vote of a majority of the quorum shall be necessary for any official action to be taken. Any member of the Board of Ethics who has a conflict of interest with respect to any matter to be considered by the Board shall disclose the nature of the conflict, shall disqualify himself or herself from voting on the matter, and shall not be counted for purpose of establishing a quorum.

I. Minutes shall be kept for all proceedings of the Board of Ethics and the vote of each member on any issue decided by the Board shall be recorded in the minutes.

SECTION 22. Alternate Members. The executive authority of each Legislative Body, with the approval of the Legislative Body (if different than the executive authority) may appoint one (1) alternate member of the Board of Ethics who may be called upon to serve when any regular member of the Board is temporally unable to discharge his or her duties. An alternate member shall be appointed for a term of one (1) year. Alternate members shall meet all qualifications and be subject to all of the requirements of this Ordinance that apply to regular members.

SECTION 23. Facilities and Staff. Within the limits of the funds appropriated by the various Legislative Bodies in their annual budget, the Legislative Body shall provide the Board of Ethics, either directly or by contract or agreement, with the facility, materials, supplies, and staff needed for the conduct of its business.

SECTION 24. Power and Duties of the Board of Ethics. The Board of Ethics shall have the following powers and duties:

A. To initiate on its own motion, receive and investigate complaints, hold hearings, and make findings of fact and determinations with regard to alleged Violations of the provisions of this Ordinance.

B. To issue orders in connection with its investigations and hearings requiring persons to submit answers to questions that are relevant to the proceeding and to order testimony to be taken by deposition before any Individual designated by the Board who has the power to administer oaths.

C. To administer oaths 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 Board.

D. To refer any information concerning violations of this Ordinance to the executive authority of the appropriate Legislative Body, the governing body of any Legislative Bodies' agency, the county attorney, or other appropriate person or body, as necessary.

E. To render advisory opinions to the Legislative Body and Legislative Bodies' agency officers and employees regarding whether a given set of facts and circumstances would constitute a violation of any provision of this Ordinance.

F. To enforce the provisions of this Ordinance with regard to all officers and employees of the Legislative Body and Legislative Bodies' agencies who are subject to its terms by issuing appropriate orders and imposing penalties authorized by this Ordinance.

G. 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.

H. To develop and submit any reports regarding the conduct of its business that may be required by the various executive authorities or Legislative Body.

I. 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 25. Filing and Investigation of Complaints.

A. All complaints alleging any violation of the provisions of this Ordinance shall be submitted to the Board of Ethics, or the administrative official designated by the Board of Ethics. All complaints shall be in writing, signed by the complainant and shall meet any other requirements established by the Board of Ethics. The Board of Ethics shall acknowledge receipt of a complaint to the complainant within ten (10) working days from the date of receipt. The Board shall forward within ten (10) working days to each officer or employee who is the subject of the complaint a copy of the complaint and a general statement of the applicable provisions of this Ordinance.

B. Within thirty (30) days of the receipt of a proper complaint, the Board of Ethics shall conduct a preliminary inquiry concerning the allegations contained in the complaint. The Board shall afford a person who is the subject of the complaint an opportunity to respond to the allegations in the complaint. The person shall have the right to be represented by counsel, to appear and to be heard under oath, and to offer evidence in response to the allegations.

C. All proceedings and records relating to a preliminary inquiry being conducted by the Board of Ethics shall be confidential until a final determination is made by the Board, except:

1. The Board may turn over to the Commonwealth's attorney or county attorney evidence which may be used in criminal proceedings.

2. If the complainant or alleged violator publicly disclose the existence of the inquiry, and at its discretion, make public any documents which were issued to either party.

D. The Board shall make a determination based on its preliminary inquiry whether the complaint is within its jurisdiction and, if so, whether it alleges a minimal factual basis to constitute a violation of this ordinance. If the Board concludes that the complaint is outside of its jurisdiction, frivolous or without factual basis, the Board shall immediately terminate the inquiry, reduce the conclusion to writing, and transmit a copy of its decision to the complainant and to all officers or employees against whom the complaint was filed.

E. If the Board of Ethics concludes, based upon its preliminary inquiry, that the complaint is within its jurisdiction and contains allegations sufficient to establish a minimal factual basis to constitute a violation, the Board shall notify the officer or employee who is the subject of the complaint and may:

1. Due to mitigating circumstances such as, lack of significant economic advantage or gain by the officer or employee, lack of economical loss to the Legislative Body and its taxpayers, or lack of significant reprimand to the officer or employee concerning the alleged violation and provide a copy of the confidential reprimand to the executive authority and governing body of the Legislative Bodies or Legislative Bodies' agency.
2. Initiate a hearing to determine whether there has been a violation.

F. Any person who knowingly files with the Board a false complaint alleging a violation of any provision of this Ordinance by an officer or employee of the Legislative Bodies or any Legislative Bodies' agency shall be guilty of a Class A misdemeanor.

SECTION 26. Notice of hearings. If the Board of Ethics determines that a hearing regarding allegations contained in the complaint is necessary, the Board shall issue an order setting the matter for a hearing within thirty (30) days of the date the order is issued, unless the alleged violator petitions for and the Board consents to a later date. The order setting the matter for hearing, along with a copy at any pertinent regulations. of the Board relating to the hearing shall be sent to the alleged violator within twenty-four (24) hours of the time the order setting a hearing is issued.

SECTION 27. Hearing Procedure.

A. The Kentucky Rules of Civil Procedure and the Kentucky Rules of Evidence shall not apply to hearings conducted in accordance with this section: however, the Hearings shall be conducted in accordance with any additional rules and regulations adopted by the Board so as to afford all parties the full range of due process rights required by the nature of the proceedings.

B. Prior to the commencement of the hearing, the alleged violator, or his or her representative, shall have a reasonable opportunity to examine all documents and records obtained or prepared by The Board in connection with the matter to be heard. The Board shall inform the alleged violator, or his or her. representative, of any exculpatory evidence in its possession.

C. All testimony in a Board hearing shall be taken under oath;-administered by the presiding officer. All parties shall have the right to call and examine witnesses, to introduce exhibits, to cross-examine witnesses, to submit evidence, and to be represented by counsel. All witnesses shall have the right to be represented by counsel.

D. Any person whose name is mentioned during the hearing and who may be adversely affected thereby may appear personally before the Board, with or without counsel, to give a statement regarding the adverse mention, or may file a written statement regarding the adverse mention for incorporation into the record of the proceeding.

E. All hearings of the Board of Ethics shall be public, unless the members vote to go into executive session in accordance with KRS 61.810.

F. After the conclusion of the hearing, the Board of Ethics shall, as soon as practicable, begin deliberations in executive session for the purpose of reviewing the evidence before it and making a determination whether a violation of this Ordinance has been proven. Within thirty (30) days after completion of the hearing, the Board shall issue a written report of its findings and conclusions.

G. If the Board concludes in its report that no violation of this Ordinance has occurred, it shall immediately send written notice of this determination to the officer or employee who was the subject of the complaint and to the party who filed the complaint.

H. If the Board concludes in its report that in consideration of the evidence produced at the hearing there is clear and convincing proof of a violation of this Ordinance, the Board may:

1. Issue an order requiring the violator to cease and desist the violation.
2. In writing, publicly reprimand the violator for the violations and provide a copy of the reprimand to the executive authority and governing body (if different than the executive authority) of the Legislative Body or Legislative Bodies' agency with which the violator serves.
3. In writing, recommend to the executive authority and the governing body (if different than the executive authority) that the violator be sanctioned as recommended by the Board, which may include a recommendation for discipline or dismissal, or removal from office.
4. Issue an order requiring the violator to pay a civil penalty of not more than \$1 ,000.
5. Refer evidence of criminal violations of this Ordinance or State Laws to the County Attorney or Commonwealth's Attorney of the jurisdiction for prosecution.

SECTION 28. Appeals. Any person who is found guilty of a violation of any provision of this Ordinance by the Board of Ethics may appeal the finding to the Circuit Court of the county within thirty (30) days after the date of the final action by the Board of Ethics by filing a petition with the Court against the Board. The Board shall transmit to the clerk of the Court all evidence considered by the Board at the public hearing.

SECTION 29. Limitation of Actions. Except when the period of limitation is otherwise established by State Law, an action for a violation of this Ordinance must be brought within one (1) year after the violation is discovered.

SECTION 30. Advisory Opinions.

A. The Board of Ethics may render advisory opinions concerning matters under its jurisdiction, based upon real or hypothetical facts and circumstances, upon its own initiative, or when requested by any officer or employee of the Legislative Body or Legislative Bodies' agency which is covered by this Ordinance.

B. An advisory opinion shall be requested in writing and shall state relevant facts and ask specific questions. The request for an advisory opinion shall remain confidential unless confidentiality is waived, in writing, by the requestor.

C. The Board may adopt regulations, consistent with the Kentucky Open Records Law, to establish criteria under which it will issue confidential advisory opinions. All other advisory opinions shall be public documents, except that before an advisory opinion is made public, it shall be modified so that the identity of any person associated with the opinion shall not be revealed.

D. The confidentiality of an advisory opinion may be waived either:

1. In writing by the person who requested the opinion.
2. By majority vote of the members of the Board, if a person makes or purports to make public the substance or any portion of any advisory opinion requested by or on behalf of the person. The Board may vote to make public the advisory opinion request and related materials.

E. A written advisory opinion issued by the Board shall be binding on the Board in any subsequent proceeding concerning the facts and circumstances of the particular case if no intervening facts or circumstances arise which would change the opinion of the Board if they had existed at the time the opinion was rendered. However, if any fact determined by the Board to be material was omitted or misstated in the request for an opinion, the Board shall not be bound by the opinion.

F. A written advisory opinion issued by the Board shall be admissible in the defense of any criminal prosecution or civil proceeding for violations of this Ordinance for actions taken in reliance on that opinion.

SECTION 31. Reprisals Against Persons Disclosing Violations Prohibited.

A. No officer or employee of the Legislative Body or Legislative Bodies agency shall be subject to reprisal, or directly or indirectly use, or 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 Board of Ethics or any other agency or official of the Legislative Body or 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 of the Legislative Body or Legislative Bodies' agency discloses information which he or she knows:

A. To be false or which he or she discloses with reckless 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 32. Penalties.

A. Except when another penalty is specifically set forth in this Ordinance, any officer or employee of who is found by the Board of Ethics 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 Board of Ethics not to exceed one thousand dollars (\$1,000), which may be recovered by the Legislative Body 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 Board of Ethics to have violated any provision of this Ordinance shall forfeit to the Legislative Body or Legislative Body's agency an amount equal to the economic benefit or gain which the officer or employee is determined by the Board to have realized as a result of the violation. The amount of any forfeiture may be recovered by the Legislative Body in a civil action in the nature of debt, if the offender fails to pay the amount of the forfeiture within a prescribed period of time.

In addition to all other penalties which may be imposed under this Ordinance, a finding by the Board of Ethics that an officer or employee of the Legislative Body or Legislative Body's agency is guilty of a violation of this Ordinance shall be sufficient cause for removal, suspension, demotion, or other disciplinary action by the executive authority cause for removal, suspension, demotion, or other disciplinary action by the executive authority of the Legislative Body or Legislative Bodies' agency, or by any other discipline any officer or employee for a violation of this Ordinance shall be take in accordance with all applicable Ordinances and regulations of the Legislative Body and all applicable laws of Commonwealth.

SECTION 33. Severability. If any provision of this Ordinance is deemed by a court of competent jurisdiction to be unenforceable or unconstitutional, the remaining provision of this Ordinance shall continue in full force and effect.

SECTION 34. 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 35. Effective Date. This Ordinance shall take full force and effect upon adoption by all three Legislative Bodies and publication as required by KRS 83A.060 .

First reading given on September 22, 1994 at a joint meeting of City of Burgin Council; City of Harrodsburg Board of Commissioners; and Mercer County Fiscal Court.
Second reading and adoption on Nov. 7, 1994, by the City of Burgin.

CITY OF BURGIN:

Dudley Denny, Mayor

Betty V. Montgomery, Clerk

Second reading and adoption on Nov. 29, 1994, by Mercer County Fiscal Court.

MERCER COUNTY FISCAL COURT:

Kenneth Kirkland, County Judge/Executive 34

Larry Short, Clerk

Second reading and adoption on Nov. 8, 1994, by City of Harrodsburg.

CITY OF HARRODSBURG:

Charles W. Carr, Mayor Marquita E. Carey, Clerk

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Larry Short, Mercer County Clerk.

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September 1994