

# **BULLITT COUNTY ADMINISTRATIVE CODE**

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**ORDINANCE NO. 23-39**  
July 1, 2023 – June 30, 2024

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AN ORDINANCE RELATING TO THE ADOPTION OF AN ADMINISTRATIVE CODE BE IT  
ORDAINED BY THE FISCAL COURT OF THE COUNTY OF BULLITT, COMMONWEALTH OF  
KENTUCKY:

CHAPTER 1  
OBJECTIVES AND SCOPE

Section 1: Purpose and Authority

1. The General Assembly of the Commonwealth of Kentucky enacted KRS §68.005 in 1978 for the purpose of promoting efficient administration of county government. KRS §68.005 requires the Fiscal Court to adopt a County Administrative Code which includes, but is not limited to, procedures and designation of responsibility for the following:
  - A. General administration of the office of County Judge/Executive, County administrative agencies, and public authorities.
  - B. Administration of County fiscal affairs, including budget formulation, receipt and disbursement of County funds, preparation of records required for the County audit, and for filing of claims against the County.
  - C. Personnel administration, including description and classification of non-elected positions, selection, assignment, supervision and discipline of employees, and employee complaints.
  - D. County purchasing and award of contracts; and
  - E. Delivery of County services.
2. The Fiscal Court shall review the County Administrative Code annually during the month of June and may by two thirds (2/3) majority of the entire Fiscal Court amend this Administrative Code at that time. The County Judge/Executive may at other times prepare and submit amendments to this Administrative Code for the approval of a majority of the Fiscal Court.

**Section II: Severability**

If any provisions of this Administrative Code or any provisions of their subsequent applications are held invalid, such invalidation does not affect the remainder of this Administrative Code or its applications.

**Section III: Repealer**

Any prior version or provision of the Bullitt County Administrative Code, or any other Resolution or Order previously adopted by the Bullitt County Fiscal Court, which is in conflict with this Administrative Code, adopted this \_\_\_\_ day of \_\_\_\_\_, 2023, is hereby Repealed, Remanded, and held for Naught.

## CHAPTER 2

### OPERATION OF THE FISCAL COURT

#### Section I: Fiscal Court

- A. The Bullitt County Fiscal Court, hereinafter referred to as Fiscal Court, is the County's legislative body with the power to carry out the governmental affairs necessary for the operation of Bullitt County, hereinafter, referred to as the County. This body has the authority to enact ordinances, issue regulations, levy taxes, issue bonds, appropriate funds, and employ personnel to perform the various public functions of the county. Pursuant to KRS §67.080(3) the Fiscal Court shall not exercise executive authority except as specifically assigned by statute.
- B. Under KRS §67.080, the Fiscal Court is permitted to "appropriate County funds for lawful purposes, buy and sell county property, supervise the fiscal affairs of the County and the County officers, and exercise all other corporate powers of the County." Further, "the Fiscal Court may investigate all activities of the County government and establish appointive offices and define their duties."
- C. As required by Section 144 of the State Constitution, the Fiscal Court shall be made up of either the County Judge/Executive, hereinafter, referred to as the Judge/Executive, and from three (3) to eight (8) justices of the peace, hereinafter referred to as Magistrates; or the Judge/Executive and three county commissioners, hereinafter referred to as Commissioners. Magistrates are elected from districts in the general election, while Commissioners are elected from the County-at-large in the general election.
- D. The voters of the County have chosen a Magisterial form of Fiscal Court as opposed to a commissioner form of Fiscal Court, both as prescribed and authorized in KRS §67.060.

#### Section II: Procedures for Meetings

- A. Fiscal Court meeting dates and times will be established per the ordinance and voted upon yearly. All meetings shall take place in the Bullitt County Fiscal Courtroom.
- B. All meetings of members of the Fiscal Court at which any public business is discussed or any action taken shall be open to the public at all times except as otherwise permitted by KRS §61.810.

- C. The Judge/Executive may call a special meeting of the Fiscal Court for the purpose of transacting any business over which the Fiscal Court has jurisdiction.
- D. Whenever a special meeting is necessary and the Judge/Executive is unable, or refuses to act, a majority of the members of the Fiscal Court may call it, if in their opinion, the need exists.
- E. A special meeting may be called by the Judge/Executive or a majority of the members of the Fiscal Court by providing proper notice pursuant to the Kentucky Revised Statutes. (KRS 61.823 Special meetings – Emergency meetings)

#### Section V: Order of Business

- A. At least three (3) business days prior to each meeting of the Fiscal Court, an Agenda shall be presented by the Judge/Executive to the members of the Fiscal Court. The Judge/Executive may alter the sequence of the agenda to facilitate efficient meeting management. Presentment to each Magistrate shall be by email, or paper as designated by the Magistrate.
- B. The Judge/Executive or his/her designee shall prepare an itemized list of all valid warrants (claims) for review.
- C. No warrant shall be paid unless contained in the itemized list for the meeting and reviewed by the Fiscal Court unless previously authorized as a “recurring approved expense.”
- D. The Fiscal Court may acknowledge review of payment of the list of valid warrants as a whole unless there is an objection voiced to any specific item. The Fiscal Court may, by majority vote of the present members, disapprove a claim presented for review.

#### Section VI: Records and Minutes

- A. The clerk of the Fiscal Court shall attend all meetings of the Fiscal Court and keep a full and complete record of its proceedings.
- B. The clerk of the Fiscal Court shall keep an index of all Fiscal Court records and make such index of all Fiscal Court records available for public inspection in accordance with KRS §61.870 to §61.884.

### Section VII: Rules of Order

- A. Except when in conflict with the foregoing provisions, general parliamentary rules shall govern the deliberations of the Fiscal Court.
- B. The rules of order, other than those prescribed by statute, may be suspended at any time by consent of a majority of the members present at the meeting.
- C. All votes of the Fiscal Court shall be called by the Clerk on a rotating basis with each member being called first in a rotating manner.

### Section VIII: Ordinances

- A. An “ordinance” is an official written act of the Fiscal Court, the effect of which is general and lasting in nature, which is enforceable within the jurisdiction of the County, or a lawful appropriation of money.
  - 1. All ordinances shall be introduced in writing; relate to one subject only; and contain a title which expresses the subject, such as, “An Ordinance relating to....”
  - 2. There shall be inserted between the title and the body of each County ordinance an enacting clause written in the following manner: “Be It Ordained by the Fiscal Court of the County of Bullitt, Commonwealth of Kentucky . . . .”
  - 3. County ordinances shall be amended by ordinance and only by setting out in full each amended section.
  - 4. No County ordinance shall be passed until it has been read on two separate days, unless an emergency is properly declared by the Judge/Executive, but ordinances may be read by title and summary form only.
  - 5. No County ordinance shall be passed until it has been published pursuant to KRS Chapter 424. Prior to passage, ordinances may be published by summary. Publication shall include the time, date, and place at which the County ordinance will be considered, and the place within the County where a copy of the full text of the proposed ordinance is available for

public inspection. In the event consideration for passage is continued from the initial meeting to a subsequent date, no further publication is necessary provided at that meeting, the time, date, and place of the next meeting is announced.

6. All County ordinances and amendments shall be published as required by law after passage and may be published in full or in summary form at the discretion of the Fiscal Court.



**CHAPTER 3**  
**POWERS AND DUTIES OF THE FISCAL COURT MEMBERS**

**Section I: Judge/Executive**

- A. The Judge/Executive serves as the presiding officer in all Fiscal Court meetings and also possesses the same privileges as other members of the Fiscal Court, including the right to vote on all matters coming before the Fiscal Court.
- B. The Judge/Executive is the chief executive officer, administrative officer and fiscal officer of the County and is thereby responsible for administering the policies established by the Fiscal Court and for the financial administration of the County.

**Section II: Other Fiscal Court Members**

- A. The Magistrates are voting members of the Fiscal Court and have specific statutory authority and privileges when court is in session. When the Fiscal Court is adjourned, the Magistrates possess no administrative or executive power in relation to County government, other than those powers expressly granted by this Administrative Code.
- B. Committees of the Bullitt County Fiscal Court shall be established and operated as outlined below:
  - 1. The Fiscal Court may establish, and periodically re-establish, Fiscal Court Committees with majority concurrence of the Fiscal Court.
  - 2. The County Judge/Executive, with majority concurrence of the Fiscal Court, may appoint Committee Chairs and committee members.
  - 3. Each Fiscal Court member shall be assigned as a member of at least one Fiscal Court Committee.
  - 4. While encouraged, it is NOT required that a Fiscal Court member serve as Chair of a Committee.
  - 5. Each Fiscal Court Committee shall have a "standing regular meeting" day, time, and location at least once every other month as determined by majority concurrence of the Committee. Standing Regular Meetings may be cancelled at the Committee Chair's discretion. However, each Fiscal Court Committee shall meet at least once during each quarter of the County's Fiscal year. Additional meetings may be called by a majority of the Committee or by the Committee Chair as

deemed appropriate with proper notification of the committee membership and the media as required by the Open Meetings Law.

1. Fiscal Court members may attend any and all Fiscal Court Committee meetings regardless of their membership status regarding the committee.
2. Fiscal Court members shall attend at least four (4) Fiscal Court Committee meetings each fiscal year. Attendance requirements may be met by attending ANY Fiscal Court Committee meeting, including those committees of which the Fiscal Court member is NOT a member.
3. The Chair of each Fiscal Court Committee shall be responsible for preparing and signing minutes of each committee meeting, to include documentation of those attending the meeting, and to present these minutes to Fiscal Court for approval and inclusion in the Fiscal Court minutes.

**CHAPTER 4  
GENERAL ADMINISTRATION**

**Section I: Judge/Executive**

- A. The Judge/Executive shall be the chief executive and administrative officer of the County and shall have all the powers and perform all the duties of an executive and administrative nature consistent with the Kentucky Constitution, Kentucky Revised Statutes, and the Fiscal Court.
- B. The responsibilities and/or duties of the Judge/Executive are as defined by KRS §67.710 are as follows:
1. Execute all ordinances and resolutions of the Fiscal Court, execute all contracts entered into by the Fiscal Court, and provide for the execution of all laws of the Commonwealth of Kentucky subject to enforcement by him (her) or by officials who are under his (her) direction and supervision, and require the faithful performance of all administrative duties.
  2. Prepare and submit an Administrative Code to the Fiscal Court for approval, incorporating the details of administrative procedure for the operation of the County, and review such code and suggest revisions periodically and at least annually or at the request of the Fiscal Court.
  3. Furnish the Fiscal Court with information concerning the operations of the County departments, boards, or commissions, necessary for the Fiscal Court to exercise its powers, or as requested by the Fiscal Court.
  4. Require all County officials, elected or appointed, whose offices utilize County funds, and all boards, special districts, and commissions, exclusive of all incorporated cities within the County and the Bullitt County Board of Education, to submit a detailed annual financial report to the Fiscal Court concerning the business and condition of the office, department, board, commission or special district.
  5. Consistent with procedures set forth in KRS Chapter 68, prepare and submit to the Fiscal Court an annual budget and administer the provisions of the budget when adopted by the Fiscal Court.

6. Keep the Fiscal Court advised as to the financial condition and needs of the County and make such other reports from time to time as requested by the Fiscal Court or as the Judge/Executive deems necessary.
7. Exercise the authority to appoint, supervise, suspend, and remove County personnel (unless otherwise provided by state law, (KRS §67.710 (7)) as ratified by the Fiscal Court.
8. Subject to ratification by the Fiscal Court, make appointments to or remove members from boards, commissions, and designated administrative positions, unless not required by statute, as created by action of the Fiscal Court, or created by state or federal law.

CHAPTER 5  
FINANCIAL MANAGEMENT

Section I: Budget Preparation Procedures

- A. The Judge/Executive shall annually prepare, with the assistance of the Chief Finance Officer and any other employees or officials deemed necessary by the Judge/Executive and submit to the Fiscal Court a proposed Budget for the expenditure of all funds including those from state and local sources, which are to be expended by the Fiscal Court in the next fiscal year, July 1 through the subsequent June 30. The proposed Budget shall be classified into Budget units as outlined in KRS §68.240. In addition to preparing a reasonable estimate of the funds actually needed for both general and special purposes, the Judge/Executive shall prepare an estimated statement of receipts to be received from local, state, federal, and other sources.
- B. The Judge/Executive shall incorporate his/her proposals for each County office and agency receiving funds through the Fiscal Court, into his/her budget proposal.
- C. The Judge/Executive shall obtain from the Treasurer actual revenue receipts in each classification of each fund for the most recent preceding and current fiscal year.
- D. The Judge/Executive shall obtain from the Treasurer information regarding the actual expenditures made during the most recent preceding and the current fiscal year.
- E. An estimate shall be made for each fund of any anticipated surpluses.
- F. Not later than April 1, the Treasurer shall obtain the Sheriff's annual settlement, for the current tax year, showing County taxes collected.
- G. From the DLG, the Treasurer shall obtain the Property Valuation Administrator's official estimate of net assessment growth and an estimate of the ad valorem taxes that would be produced using the preceding year's tax rate.
- H. The Judge/Executive, with assistance from the Treasurer, shall submit his/her complete proposed Budget to the Fiscal Court not later than May 1 of each fiscal year.

## Section II: Budget Adoption

- A. The Fiscal Court, at a meeting or meetings held not later than June 1 of each year, shall make a detailed investigation of each separate activity of the County for which the Judge/Executive proposes County funds are to be expended by the Fiscal Court. All expenditures shall be classified into Budget units as specified in KRS §68.240.
- B. The Fiscal Court shall comment upon the proposed Budget and may amend it according to its desire prior to the date when it is sent to the State Local Finance Officer according to the procedures of KRS §68.250.
- C. Not less than twenty days before the time of adoption of the Budget, the Judge/Executive shall transmit three copies of the proposed Budget, including statements of both anticipated receipts and expenditures by Budget funds, to the State Local Finance Officer for approval as to form and classification.
- D. The Judge/Executive shall cause a copy of the proposed Budget to be posted in a conspicuous place in the courthouse and be published pursuant to KRS Chapter 424, not less than seven nor more than twenty-one days before the final adoption by the Fiscal Court.
- E. Any taxpayer or group of taxpayers may petition the Fiscal Court with respect to the Budget, or any part thereof, before the final adoption.
- F. If the Fiscal Court rejects any part of the proposed Budget, it shall make the changes in the nature and amount of funds which a majority of the Fiscal Court members consider desirable; but the Fiscal Court has no power to make any changes in the form or classification of the Budget units or subdivision of units.
- G. The Fiscal Court shall have a public hearing concerning LGEA and County Road Aid funds prior to the adoption of the Budget.
- H. The Fiscal Court shall adopt the Budget by ordinance and publish a summary of it as required by KRS Chapter 424.

### Section III: Fiscal Administration

A. The County Treasurer shall perform her/his duties in accordance with provisions of state law, including KRS §68.020:

1. The Treasurer shall receive and receipt for all money due the County and shall disburse such money in such manner and for such purpose as may be authorized by appropriate authority of the Fiscal Court. The Treasurer shall not disburse any money received for any purpose not so authorized and shall not disburse any funds in excess of appropriated amounts without first getting approval of proper line-item transfers from Fiscal Court.
2. The Treasurer shall keep and maintain all necessary records for the appropriation and receipt of County funds.
3. Submit a monthly report to the Fiscal Court no later than twenty (20) days after the end of each month.
4. Follow good financial and accounting principles in keeping an accurate record of unused appropriations plus encumbered and unencumbered balances.
5. Department Heads shall not incur any expenditure in excess of appropriated amounts without first submitting and receiving approval of a proper line-item transfer, and the Judge/Executive shall not submit a claim for any expenditure in excess of appropriated amounts without first submitting and receiving approval of a proper line-item transfer.

B. Claims Against the County:

1. The Judge/Executive shall present all claims to the Fiscal Court for review prior to payment, and the Court, for good cause shown, may order that a claim not be paid. All claims for payment shall be in writing and must be evidenced by original invoices.
2. Claims against the County that are within the amount of line items of the County Budget shall be paid by the Judge/Executive by a warrant drawn on the County and co-signed by the Treasurer.

3. The Treasurer shall account for all claims presented and approved, and all warrants issued by the County.

C. Payroll:

1. The payroll for County officials and County employees, as well as other recurring payments, are required to be presented monthly to the Fiscal Court for review.

D. Payment of Claims:

1. The Treasurer is hereby designated to disburse Fiscal Court funds in payment of all claims in which funds have been appropriated, and for all items in which contracts have been awarded. The Treasurer shall process all claims as submitted by the Judge/Executive and approved by Fiscal Court.
2. The Judge/Executive, or his/her designee, and the Treasurer shall sign all checks.

E. Accounting System:

1. The Fiscal Court shall follow the standards set forth by the Governmental Accounting Standards Board. These standards require that a government must have a consistent basis of accounting throughout the entire government.
2. The Department of Local Government requires that the year-end financial data be presented to that agency in the modified cash system of accounting.
3. The Treasurer shall, therefore, maintain a modified cash basis accounting system for DLG and change to an accrual accounting system for presentation to the State Auditor.



## CHAPTER 6 INVESTMENTS

### Section I: General Policy

It is the policy of the Fiscal Court to invest public funds in a manner which will provide the highest investment returns with the maximum security of principal while meeting the daily cash flow demands of the County and conforming to all state statutes and County regulations governing the investment of public funds.

### Section II: Scope

This investment policy applies to all financial assets held by the Fiscal Court, Bullitt County Sheriff, Bullitt County Court Clerk and Bullitt County Jailer.

Financial assets held and invested by trustees of fiscal agents are excluded from these policies; however, such assets shall be invested in accordance with the state laws applicable to the investment of local government funds and in accordance with the Fiscal Court's primary investment objectives.

### Section III: Investment Objective

The Fiscal Court's primary investment objectives, in order of priority, are the following:

- A. Safety. Safety of principal is the foremost objective of the County's investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- B. Liquidity. The County's investment portfolio shall remain sufficiently liquid to enable the Fiscal Court to meet all operating requirements which might be reasonably anticipated.
- C. Return on Investment. The County's investment portfolio shall be designed with the objective of attaining a market rate of return throughout the budgetary and economic cycles, taking into account the County's investment risk constraints and the cash flow characteristics of the portfolio.

#### **Section IV: Investment Authority**

Management responsibility for the County's investment program is hereby delegated to the Judge/Executive and the Chief Financial Officer of the county. In addition, management responsibility is also delegated to the Bullitt County Sheriff, Bullitt County Court Clerk, and the Bullitt County Jailer for funds while under their control. The Judge/Executive shall have the authority, subject to the approval of Fiscal Court, to establish additional specific written procedures for the operation of the investment program which are consistent with this investment policy. The procedures shall include explicit delegation of authority, if any, to persons responsible for investment transactions.

No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Judge/Executive. The Judge/Executive shall be ultimately responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and employees. The controls shall be designed to prevent and control losses of public funds arising from fraud, employee error, misrepresentation by third parties, and unanticipated changes in financial markets or imprudent actions by officers and employees. The Judge/Executive shall maintain all records related to the County's investment program. All investment decisions of the Judge/Executive shall be voted on and approved by Fiscal Court. The Chief Financial Officer of the county shall be consulted on all matters pertaining to investment of county funds and shall report to Fiscal Court his/her opinion as to the advisability of any investment before this being done.

#### **Section V: Prudent Person Rule**

The actions of the Judge/Executive in the performance of his or her duties as manager of County funds shall be evaluated using the "prudent person" standard. Investments shall be made with judgment and care under prevailing circumstances which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital as well as the probable income to be derived.

The Judge/Executive acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's performance, provided that deviation from expectations are reported in a timely fashion to the governing body and appropriate action is taken to control adverse developments.

## Section VI: Authorized Investments

The funds of the County available for investments shall be invested in accordance with the policy and all applicable state statutes only in the following types of investment instruments:

### A. Authorized Investment Instruments.

1. Obligations of the United States and its agencies and instrumentalists, including obligations subject to repurchase agreements, provided that delivery of these obligations subject to repurchase agreements is taken directly or through an authorized custodian. The investments may be accomplished through repurchase agreements reached with sources including, but not limited to, national or state banks chartered in Kentucky.
2. Obligations and contracts for future delivery of purchase obligations backed by the full faith and credit of the United States or a United States government agency, including but not limited to:
  - a. United States Treasury.
  - b. Export-Import Bank of the United States.
  - c. Farmers Home Administration.
  - d. Government National Mortgage Corporation; and
  - e. Merchant Marine Bonds.
3. Obligations of any corporation of the United States government, including but not limited to:
  - a. Federal Home Loan Mortgage Corporation.
  - b. Federal Farm Credit Banks.
  - c. Bank for Cooperatives.
  - d. Federal Intermediate Credit Banks.
  - e. Federal Land Banks.
  - f. Federal Home Loan Banks.
  - g. Federal National Mortgage Association; and
  - h. Tennessee Valley Authority
4. Certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal

Deposit Insurance Corporation or similar entity of which are collateralized, to the extent uninsured, by any obligations, including surety bonds, permitted by section §41.240(4) of the Kentucky Revised Statutes.

5. Uncollateralized certificates of deposit issued by any bank or savings and loan institution rated in one (1) of the three (3) highest categories by a nationally recognized rating agency.
6. Bankers' acceptance for banks rated in one (1) of the three (3) highest categories by a nationally recognized rating agency.
7. Commercial paper rated in the highest category by a nationally recognized rating agency.
8. Bonds or certificates of indebtedness of the Commonwealth of Kentucky and of its agencies and instrumentalities.
9. Securities issued by a state or local government, or any instrumentality or agency thereof, in the United States, and rated in one (1) of the three (3) highest categories by a nationally recognized rating agency.
10. Shares of mutual funds, each of which shall have the following characteristics:
  - a. The mutual fund shall be an open-end diversified investment company registered under the Federal Investment Company Act of 1940, as amended,
  - b. The management company of the investment company shall have been in operation for at least five (5) years.
  - c. All of the securities in the mutual fund shall be eligible investments under this section.

**B. Limitations on Investment Transactions.**

With regard to the investments authorized in this section, the following limitations shall apply:

1. The amount of the County's funds invested at any one time in the categories of investments authorized in subsections A (5), A (6), A (7), and A(9) of this section shall not exceed twenty percent (20%) of the total amount of funds invested on behalf of the County; and
2. No investments shall be purchased for the County on a marginal basis or through the use of any similar leveraging technique.

### **Section VII: Diversification of Investments**

The Fiscal Court recognizes that some level of risk is inherent in any investment transaction. Losses may be incurred due to issuer default, market price changes, or closing investments prior to maturity due to unanticipated cash flow needs. Diversification of the County's investment portfolio by institution, type of investment instrument, and term to maturity is the primary method to minimize investment risk.

The County's funds shall be diversified by security type and institution. With the exception of fully insured or fully collateralized investments, and except for authorized investment pools, no more than twenty percent (20%) of the total investment portfolio shall be invested in a single security type or with a single financial institution.

The County's invested funds should, in general, have an effective weighted average life of three and a half (3.5) years or less. Reserve funds may be invested in securities exceeding this weighted average life, if the investments are made to coincide as nearly as practicable with the expected use of the funds.

### **Section VIII: Authorized Financial Dealers and Institutions**

The Judge/Executive shall maintain a list of financial institutions authorized to provide investment services to the County. In addition, a list shall be maintained of approved security brokers/dealers selected by creditworthiness, who maintain an office in the Commonwealth of Kentucky.

All financial institution and broker/dealers who desire to provide investment services to the County shall supply the Judge/Executive with information sufficient to adequately evaluate the institution and answer any and all inquiries posed by the Judge/Executive or Fiscal Court, including the following information:

- A. Audited financial statements.
- B. Regulatory reports on financial condition.

- C. Written Memorandum of Agreement for the deposit of public funds or trading resolution, as appropriate.
- D. Proof of National Association of Security Dealers certification and proof of state registration.
- E. Any additional information considered necessary to allow the Judge/Executive to evaluate the creditworthiness of the institution.

No financial institution shall be selected as a depository of County funds if the funds in the deposit at any time exceed twenty-five percent (25%) of the institution's capital stock and surplus.

The Judge/Executive shall evaluate the financial capacity and creditworthiness of financial institutions and broker/dealers prior to the placement of the County's funds. The Judge/Executive shall conduct an annual review of the financial condition and registrations of financial institutions and broker/dealers and based on the review, make any recommendations regarding investment policy or program changes determined to be necessary.

#### **Section IX: Safekeeping and Custody**

To protect against potential fraud and embezzlement, investment assets shall be secured through third-party custody and safekeeping procedures. Bearer instruments shall be held only through third-party institutions. The Judge/Executive and any other officers or employees of the County authorized to engage in investment transactions shall be bonded in an amount established by Fiscal Court. Collateralized securities, such as repurchase agreements, shall be purchased using the delivery vs. payment procedure. The safekeeping procedures utilized in the County's investment program shall be reviewed annually by the independent auditor.

#### **Section X: Collateral**

- A. Except as set forth in subsection B of this section, it is the policy of the County to require that all cash and investments maintained in any financial institution named as a depository be collateralized. In order to anticipate market changes and provide a level of security for all funds, the collateralization level shall be one hundred five percent (105%) or the current market value of principal, plus accrued interest. Collateral shall be limited to the types of instruments authorized as collateral for state funds in KRS §41.240. Collateral shall always be held by an

independent third-party custodian with whom the County has a current custodial agreement. Clearly marked evidence of ownership (safekeeping receipt) must be supplied to the County and retained by the designated official. The right of collateral substitution is hereby granted.

- B. Subject to the following conditions, the Judge/Executive may invest funds in uncollateralized certificates of deposit:
1. The Judge/Executive may invest in uncollateralized certificates of deposit only with the specific approval of Fiscal Court.
  2. The uncollateralized certificates of deposit must be issued by a bank or savings and loan institution rated in one (1) of the three (3) highest categories by a nationally recognized rating agency.
  3. The amount of funds invested in uncollateralized certificates of deposit shall not exceed five percent (5%) of the County's total investment portfolio.
  4. The maximum term to maturity of uncollateralized certificates of deposit shall not exceed six (6) months.

#### **Section XI: Investment Reporting**

The Judge/Executive shall prepare and submit to Fiscal Court an annual report regarding the status of the entity's investment program. As to each investment, the report shall include the following information:

- A. Name of financial institution from which the investment was purchased or in which assets are deposited.
- B. Type of investment.
- C. Certificate or other reference number, if applicable.
- D. Percentage yield on an annualized basis.
- E. Purchase date, purchase price, and maturity date.
- F. Current market value of the investment.

In addition, the report shall explain the annual total investment return and compare the return with budgetary expectations.

**Section XII: Audit**

In connection with the audit of the County's funds conducted by an independent certified public accountant, the auditor shall conduct a review of the County's investment program, including internal controls and procedures, and the results of the review, including recommended changes, shall be included in the County's audit. The Fiscal Court may elect to have a performance audit conducted if it believes it is in the best interest of the County and sufficient reasons are included in any motion directing and approving of such performance audit.



## CHAPTER 7 PROCUREMENT

### Section I: Contracts and Purchases

- A. The Judge/Executive is responsible for the negotiation and execution of all contracts for goods and services and for the administration and supervision of the County purchasing system.
- B. Contracts of the County shall be authorized or approved by the Fiscal Court before executed by the Judge/Executive.
- C. Every contract of the County shall be approved as to form and legality by the County Attorney.
- D. The Judge/Executive may delegate performance of part or all of the purchasing duties by appointing a designee, who may in turn delegate duties as needed to appropriate personnel under his/her supervision.

### Section II: Bid and Award Procedures

- A. Requests for goods and/or services which cost less than \$40,000, or are on an annual bid, or for which there exists a state pricing contract, are not required to be purchased through the competitive bidding procedure. However, the competitive bidding procedure may be used at any time to obtain competitive pricing. When the competitive bidding procedure is desired, the Department Head must have the Judge/Executive's approval prior to advertising for bids.
- B. The Judge/Executive or designee shall advertise for bids in the newspaper of jurisdiction in the County at least once, not less than seven days, nor more than twenty-one days before bid opening. The advertisement shall include the time and place the bids will be delivered and opened and shall also include the place where the specifications may be obtained.
- C. The Judge/Executive or designee shall open all bids publicly at the time and place stated in the advertisement. Opening of bids need not occur at a Fiscal Court meeting.
- D. The Judge/Executive or the Department Head shall check against the specifications to insure that all bids are considered on an equal basis and to insure

that all bids meet the minimum specifications. After analyzing each bid with the assistance of the particular Department Head or other expert, the Judge/Executive or Department Head shall create a written recommendation as to the best bid by a responsible bidder. The Fiscal Court shall then decide whether or not to award the bid. If the lowest bid is not selected, the reasons shall be stated in writing. The Fiscal Court may choose to reject all bids if none is satisfactory.

- E. All bidders shall be notified in writing of the Fiscal Court's action by the Judge/Executive or Chief Financial Officer.
- F. The County may at its discretion require a bid bond, certified check, or other guarantee from vendors as insurance to the County that the material or service will be provided as specified in the bid advertisement. Bid bonds, certified checks, or other guarantees from unsuccessful bidders shall be returned promptly. Successful bidders shall have their bid bond, certified check, or other guarantee returned upon successful completion of the project or delivery of goods.

### Section III: General Purchase Procedures

- A. All purchases shall be approved by the Department Head receiving the goods or services. Sufficient funds shall also exist in the department's particular line item from which the purchases will be paid.
- B. Requests for payment from the Department Head shall be submitted to and processed by the Judge/Executive or their designee subject to approval by Fiscal Court in accordance with state law. Requests shall indicate the proper account number to which the claim will be posted.
- C. Each Department Head issuing purchase requests shall receive an updated account condition report from the County Treasurer following the payment of appropriations as approved by Fiscal Court. The County Treasurer shall maintain an updated, comprehensive appropriation ledger for the County.
- D. If insufficient funds to pay appropriations exist, a written request to transfer funds shall be submitted by the Department Head to the County Treasurer requesting funds to be transferred. The Line-Item Transfer Request shall state the line items the funds are to be taken from and to which line item they are to be transferred, along with the purpose of the transfer. The County Treasurer shall

prepare a court order for submission to Fiscal Court. Only after the Fiscal Court approves the transfer of funds may the purchase be authorized.

- E. It is the responsibility of each Department Head or their designee to insure the correct goods are received, that the vendor's invoice is received and is correct, and the purchase amount has not been exceeded. When all invoices, bills of lading, shipping documents, etc. are correct and the goods have been received, each Department Head shall forward them to the Judge/Executive or designee all paperwork for review. The County Treasurer shall process payment as submitted by the Judge/Executive and approved by Fiscal Court.
- F. Approval of the annual Budget does not constitute permission for departments to make purchases. Factors such as cash flow and deposits on hand must always be considered before purchases are approved.

#### Section IV: Small Purchase Procedures

- A. All Department Heads or designee may purchase materials or supplies for \$500 or less provided there are sufficient funds in the budget line for payment of the appropriation and in compliance with the Purchase Order process established by Fiscal Court in accordance with guidelines of the State Local Finance Officer.
- B. All Department Heads may purchase materials or supplies for more than \$500, but less than \$20,000 provided:
  - 1. They obtain quotes from three vendors. If there are fewer than three vendors, the Judge/Executive or designee shall be notified.
  - 2. They notify the Judge/Executive or designee if the lowest quote is not selected, and of the reason for not selecting it.
  - 3. There are sufficient funds in the budget line and an adequate bank account balance for payment of appropriations.
  - 4. They comply with Purchase Order procedures established by Fiscal Court in accordance with guidelines of the State Local Finance Officer.

## Section V: Competitive Bid and Negotiated Process

- A. Competitive bids shall be received on all purchases where:
  - 1. An individual item exceeds \$40,000.
  - 2. The total purchase exceeds \$40,000; and/or
  - 3. A recurring purchase is less than \$20,000 and there is a reasonable expectation that the total annual purchases value will exceed \$20,000 based on historical purchasing records.
  - 4. All purchases covered by competitive bids shall be reviewed in advance by the Judge/Executive and shall be approved by the Fiscal Court.
- B. The negotiated process may be used instead of advertisement for bids when the amounts exceed \$40,000 in the following circumstances:
  - 1. An emergency, natural disaster or state of emergency exists.
  - 2. The contract is for professional services; or
  - 3. All bids received exceed the amount budgeted.
- C. Before an emergency is declared, the appropriate Department Head shall determine whether or not the delay in obtaining bids will result in danger to health, safety, or property, and submit such determination to the Judge/Executive.
- D. The Judge/Executive shall certify the existence of any emergency.
- E. In the event all bids submitted are in excess of funds available, the Judge/Executive or designee shall prepare a written determination that there are no additional funds available.

## Section VI: Procedures for Negotiated Process

- A. When the prerequisites have been met for use of the negotiated process, the Judge/Executive or designee shall proceed to negotiate with one or more suppliers in order to obtain the most advantageous terms for the County.

- B. The Judge/Executive or designee shall prepare a record of all negotiated contracts, showing the items and quantities acquired, name of suppliers, cost, and date of contract.
- C. Professional services shall be negotiated with such persons as are properly licensed to perform such services and shall be limited to those services to which the license applies.
- D. Where more than one bid was received, and all were in excess of the amount available, the lowest three bidders shall be notified that the County desires to negotiate a contract for a lesser amount based on revised quantities of specifications and fix a time limit for submission proposals.
- E. The Judge/Executive or designee shall examine the proposals received and shall negotiate with the suppliers for the terms most advantageous to the County.
- F. The best negotiated proposal shall be submitted to the Fiscal Court for approval and award.
- G. The Judge/Executive or designee shall notify all persons submitting a proposal that the award has been made.

**CHAPTER 8  
CONTRACTS AND LEASES**

**Section I: Authorization of County Contracts and Leases**


- A. The Judge/Executive shall be responsible for the negotiation and execution of all contracts, leases, and amendments thereto affecting the County.
- B. Every contract, lease and amendment thereto shall be approved by the Fiscal Court before it is executed by the Judge/Executive.
- C. Every contract, lease and amendment thereto shall be approved as to form and legality by the County Attorney.

**Section II: Recording of County Contracts and Leases**

- A. Every lease or amendment thereto shall be filed in the office of the County Clerk. Said document shall also be filed in the Judge/Executive's Office under the Fiscal Court meeting during which the approval occurred.
- B. Every contract or amendment thereto shall be filed in the office of the County Clerk. Said document shall also be filed in the Judge/Executive's Office under the Fiscal Court meeting during which the approval occurred.

CHAPTER 9  
ETHICS

Section I: Bullitt County Code of Ethics

The Fiscal Court has enacted Ordinance No. 13-01 establishing a Bullitt County Code of Ethics as required by KRS, which governs the conduct of all County officers, employees, and board and commission members. This ordinance is attached as 

## CHAPTER 10

### APPOINTED POSITIONS

#### Section I: Deputy Judge/Executive

- A. The Judge/Executive may appoint a Deputy Judge/Executive who, in the absence of the Judge/Executive, shall serve as Judge/Executive in all matters relating to county business, except those of a member of the Fiscal Court.
- B. The Judge/Executive shall be deemed absent when he/she is physically absent from the County and not in routine contact, or when other circumstances beyond his/her control prevent him from carrying out his duties.
- C. The appointment of the Deputy Judge/Executive shall continue until such a time the Judge/Executive terminates the employee or issues an executive order appointing a new Deputy Judge/Executive.

#### Section II: County Treasurer

- A. The Fiscal Court shall appoint a County Treasurer, hereinafter referred to as the Treasurer. The appointment of the Treasurer shall be for a period of four (4) years in conformance with KRS §68.010.
- B. The duties and responsibilities of the Treasurer are set forth in KRS §68.020, as well as in Chapter 5, Sect. III of this Administrative Code.

#### Section III: Road Supervisor/Engineer

- A. The County Road Department has been established by Bullitt County Fiscal Court in accordance with KRS Chapter 179.
- B. KRS 179.020 requires that a County Engineer or a County Road Supervisor be appointed by the Judge-Executive with the consent of Fiscal Court.
- C. KRS 179.010 defines the term "county engineer" as county road engineer and OAG 93-24 concludes that "county engineer" would also mean county road supervisor where applicable
- D. The Judge Executive may direct the Road Superintendent report to the County Engineer, or that one or both reports directly to him.
- E. Under the terms of KRS 179.020, the Road Supervisor or County Engineer shall be



appointed for a certain period of time, which will be either two or four years, as the Judge-Executive will recommend, measured from the 2nd Tuesday of January of the nearest odd-numbered year. This will normally occur at the beginning or mid-term of a Fiscal Court term. If an individual is appointed to this function to finish the term of a predecessor, the newly appointed individual shall only serve to the end of the predecessor's term.

F. Whoever has the assured term may be removed by the Judge-Executive at any time for incompetence, malfeasance, or misfeasance in office upon written charges and in accordance with KRS 179.060

#### Section IV: Other Appointed Positions

- A. In addition to the Deputy Judge/Executive, the Judge/Executive may appoint a secretary/administrative assistant to assist with the execution of his/her administrative duties.
- B. The Judge/Executive may appoint a reasonable number of other assistants, secretaries, and clerical workers to assist with the execution of his/her administrative duties.
- C. In accordance with KRS §67.711(1), the Fiscal Court shall determine the number of other assistants, secretaries, and clerical workers within the office of the Judge/Executive and shall fix reasonable compensation for the Deputy Judge/Executive and such other employees.
- D. Members of County agencies, boards, commissions, and special purpose governmental entities shall be appointed for a period as established for the agency, board, commission, or special purpose governmental entity in conformance with state statutes setting forth such terms and requirements. KRS §65A provisions shall apply and control.
- E. The Judge/Executive may terminate the employment of any employee of his/her staff appointed as set forth above with or without cause. Unless otherwise provided by law, employment with Bullitt County is on an at-will basis. An employee may terminate his/her employment at any time for any reason. No contract for employment exists. County employees acquire no property rights in or to their employment with the County. The Administrative Code and County Personnel Policies and Procedures are not employment contracts, and the County may modify and interpret them at any time. Failure of an individual to be re-appointed shall not

be construed as dismissal. Any review process for the employee shall be set forth in the County's Personnel Policies and Procedures.

**Section V: Procedures for Appointment of Members of Boards and Commissions**

- A. The Judge/Executive shall appoint individuals to agencies, boards, commissions, and special purpose governmental entities as prescribed by state law and inform the Fiscal Court, at a regular meeting, in writing of his/her appointment and or nomination. If Fiscal Court approval of the appointment is required, the Fiscal Court shall act on such nomination at said meeting or at a future meeting if so moved and approved.
- B. If the Fiscal Court rejects the appointment, the Judge/Executive may submit a second nomination.
- C. If the Fiscal Court rejects the second appointment, the Judge/Executive may submit a third nomination.
- D. The failure of the Judge/Executive to appoint or of the Fiscal Court to approve said appointment shall be governed by state law.

## CHAPTER 11 PERSONNEL ADMINISTRATION

### Section I: Introduction

The Bullitt County Government Personnel Policies and Procedures Handbook was established and approved by Fiscal Court on August 21, 2021. The following issues are covered with in the handbook:

1. Recruiting, selecting, and advancing employees on the basis of their ability, knowledge, and skills.
2. Establishing proper pay rates
3. Policies discussing, social media, drugs and alcohol in the workplace, sexual harassment, and ethics.
4. Training employees, as needed to ensure high quality performance
5. Ensuring treatment of applicants and employees in all aspects of personnel administration without regard to age, color, disability, gender, national origin, political affiliation, race, religion or any other status protected by applicable law.
6. Assuring employees are protected against coercion for partisan, political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the results of an election or a nomination for office.

### Section II: Interpretation and Employment Relationship

These policies are intended to provide guidance on personnel issues. These policies are not an employment contract. Unless a statute indicates otherwise, employment in the County is "at-will". This means that employees may terminate their employment at any time for any reason or no reason. The County may do the same. County employees acquire no property rights in or to their employment with the County. The County can modify these policies at any time.

### Section III: Responsibilities, Authority and Administration

1. The Judge-Executive or their designee shall be responsible for the administration of the County personnel system.
2. Pursuant to KRS 67.710, the Judge-Executive, with the ratification of the Fiscal Court, has the authority to appoint, supervise, suspend, and remove County personnel, unless otherwise provided for by state statute.

**CHAPTER 12**  
**DELIVERY OF COUNTY SERVICES**

**Section I: Services**

The County shall provide services to its citizens with the following departments:

1. Animal Control Department
2. Code Enforcement Department
3. E-911 Center
4. Emergency Management Department
5. Emergency Medical Service (EMS) Department
6. Planning & Zoning Department
7. Road Department
8. Solid Waste Department/Recycling Center
9. Parks & Recreation Department
10. Maintenance
11. Judge Executive's Office

**Section II: Animal Control Department**

**A. Function**

The function of the Animal Control Department is to protect the health and safety of the public and protect the animals of the community from neglect and cruelty.

**B. Services of the Animal Control Department include:**

1. Collecting abandoned stray and non-licensed animals.
2. Operating a lost and found animal program.
3. Humanely caring for the animals in its charge.
4. Operating a pet adoption program.
5. Investigating complaints of animal abuse and neglect.
6. Providing the public with information about responsible ownership of animals.

**C. Departmental Responsibilities**

1. The Animal Control Department shall adhere to any and all Kentucky Revised Statutes.
2. The Animal Control Department shall provide reports to the Judge/Executive, the Chief Finance Officer, and the Fiscal Court as directed.

### Section III: Code Enforcement Department

#### A. Function

The function of the Code Enforcement Department is to enforce Ordinances 09-24, 00-08 and 03-15, requiring property owners to maintain their property in an acceptable condition. This ordinance is attached as Exhibit 3. Changes to the Exhibit may be made from time-to-time, provided they are approved by the Fiscal Court. However, the changes to that Exhibit shall not require action by the Fiscal Court on this Administrative Code.

#### B. Services of the Code Enforcement Department include:

1. Notifying property owners of non-compliance with Ordinances 09-24, 00-08 and 03-15.
2. Citing property owners who do not comply with the Ordinances following proper notification to do so.
3. Testifying on behalf of the County as required in court proceedings against non-compliant property owners.

#### C. Departmental Responsibilities

1. The Code Enforcement Department shall adhere to any and all Kentucky Revised Statutes.
2. The Code Enforcement Department shall provide reports to the Judge/Executive, the Chief Finance Officer, and the Fiscal Court as directed.

## Section IV: E-911 Center

### A. Function

The function of the E-911 Center is to operate and maintain the primary Public Safety Answering Point (PSAP) for the citizens of the County to request emergency assistance.

### B. Services of the E-911 Center include:

1. Maintaining a total of at least four (4) terminals for transferring calls related to first responders.
2. Providing dispatch service for the Bullitt County Sheriff's Department; Hillview Police Department; Pioneer Village Police Department; Mt. Washington Police Department; Shepherdsville Police Department; Lebanon Junction Police Department; Kentucky State Police; Bullitt County EMS; Zoneton Fire Department; Shepherdsville Fire Department; Southeast Fire District; Mt. Washington Fire Department; Lebanon Junction Fire Department; Nichols Fire Department; and all other designated first responders.
3. Maintaining all tower locations which provide reliable radio communications in Bullitt County.

### C. Center Responsibilities

1. The E-911 Center shall adhere to any and all Kentucky Revised Statutes.
2. The E-911 Center shall provide reports to the Judge/Executive, the Chief Finance Officer, and the Fiscal Court as directed.

## Section V: Emergency Management Department

### A. Function

The function of the Emergency Management Department is to coordinate the various County response teams in the time of natural or man-made disasters and to provide training, create public awareness, and coordinate the efforts of various hazardous waste (Hazmat) teams.

### B. Services of the Emergency Management Department include:

1. Improving public awareness.
2. Providing training materials and training opportunities.
3. Coordinating of response efforts for natural or man-made disasters.
4. Coordinating of hazardous waste activities.

### C. Departmental Responsibilities

1. The Emergency Management Department shall adhere to any and all Kentucky Revised Statutes.
2. The Emergency Management Department shall provide reports to the Judge/Executive, the Chief Finance Officer, and the Fiscal Court as directed.

## Section VI: Emergency Medical Service (EMS) Department

### A. Function

The function of the EMS Department is to provide emergent and routine medical care and transportation to those persons in the County who suffer injury or illness, and to work with citizens and citizen groups to decrease the incident of preventable injury, illness, and death.

### B. Services of the EMS Department include:

1. Responding to medical and trauma emergencies.
2. Routine medical transportation of persons requiring ambulance transport.
3. Planning and coordinating of medical response, transportation and sheltering of persons affected by disaster, mass casualty incidents, and civil unrest.
4. Coordinating the County Automated Defibrillator and CPR training programs.
5. Planning, coordinating, and providing medical support and transportation to area acute and long-term health care facilities.
6. Educating the public on how to receive a medical emergency and how to properly respond to such incidents.

### C. Departmental Responsibilities

1. The EMS Department shall adhere to any and all federal and state laws and regulations.
2. The EMS Department shall provide reports to the Judge/Executive, the Chief Finance Officer, and the Fiscal Court as directed.



## Section VII: Planning & Zoning Department

### A. Function

The function of the Planning & Zoning Department is to provide planning and oversight to the subdivision/development in Bullitt County, and to develop and implement requirements of the Stormwater Phase II General Permit issued by the Kentucky Division of Water.

### B. Services of the Planning & Zoning Department include:

1. Reviewing subdivision/development plans for compliance with County regulations and planning and zoning practices for roadway and stormwater design.
2. Performing site inspection and compliance with required erosion prevention and sediment control devices; conducting enforcement as necessary.
3. Administering the floodplain ordinance for subdivision/development.
4. Administering programs to protect local water supply.
5. Providing review and enforcement of road safety standards and access management.
6. Developing standards for design of roadways, storm drainage and alternative sewer systems.

### C. Departmental Responsibilities

1. The Planning & Zoning Department shall adhere to any and all Kentucky Revised Statutes.
2. The Planning & Zoning Department shall provide reports to the Judge/Executive, the Chief Finance Officer, and the Fiscal Court as directed.

## Section VIII: Road Department

### A. Function

The function of the Road Department is to maintain the more than 314 miles of County roadways in a safe condition for public use.

### B. Services of the Road Department include:

1. Cleanup of storm damage along roadways following declared disasters.
2. Paving and resurfacing roads.
3. Patching potholes.
4. Maintaining road shoulders.
5. Clearing snow and ice from County roads and parking lots of County owned buildings
6. Maintaining rights-of-way by trimming brush and trees, and mowing.
7. Installing driveway drainage culverts and building necessary headwalls for driveways entering a county road.
8. Installing and maintaining traffic safety signs and street name signs.
9. Inspecting new subdivision streets constructed outside of city limits.
10. Performing mechanical repairs and service to County owned vehicles.

### C. Departmental Responsibilities

1. The Road Department shall adhere to any and all Kentucky Revised Statutes.
2. The Road Department shall provide reports to the Judge/Executive, the Chief Finance Officer, and the Fiscal Court as directed.

## Section IX: Solid Waste Department/Recycling

### A. Function

The function of the Solid Waste Department is the management of the control, collection, and disposal of solid waste within the County.

### B. Services of the Solid Waste Department include:

1. Ensuring the proper collection of solid waste by the County's exclusive solid waste hauler.
2. Ensuring the proper operation of the Bullitt County landfill by the designated landfill operator.
3. Operating a recycling program with drop-off sites located throughout the County.
4. Public education about waste reduction and recycling

### C. Departmental Responsibilities

1. The Solid Waste Department shall adhere to any and all Kentucky Revised Statutes.
2. The Solid Waste Department shall provide reports to the Judge/Executive, the Chief Finance Officer, and the Fiscal Court as directed.

## Section X: Parks & Recreation Department

### A. Function

The function of the Parks & Recreation Department is to develop, operate and maintain parks and recreation programs within the County, if applicable.

### B. Services of the Parks & Recreation Department include, but are not limited to:

1. Maintain the grounds of the Bullitt County Park, and any other county owned grounds that need to be maintained.
2. Operating and maintaining parks, facilities, and related amenities
3. Providing a wide variety of activities and events
4. Promoting parks, facilities, activities, and events
5. Short and long-term planning and evaluation to maximize efficiency and efficacy
6. Supporting the functions of other county departments

### C. Departmental Responsibilities:

1. Review recreational facilities.
2. Track programs and inventory.
3. The Parks & Recreation Department shall provide reports to the Judge/Executive, the Chief Finance Officer, and the Fiscal Court as directed.

## Section XI: Maintenance

### A. Function

The function of Maintenance is to maintain all county-owned facilities.

### B. Services include but are not limited to:

1. Renovations and new building constructions, when needed
2. Oversees work performed by contractors on county property
3. Ensure building safety and optimal performance of building systems by instituting preventative maintenance policies to minimize repairs of building systems.
4. Ensure that assigned buildings remain clean and sanitized and maintained by custodial staff.

## XII: Judge-Executive's Office

### A. Function

The function of the Judge Executive's Office is to provide administration of county fiscal affairs and execution of Fiscal Court approved policies.

### B. Services include, but are not limited to:


1. Accounts payable/receivable
2. Payroll/benefits
3. Personnel administration
4. Financial oversight of the county operations and related agencies

THIS ORDINANCE NO. 23-39 SHALL BECOME EFFECTIVE UPON PASSAGE AND PUBLICATION AS REQUIRED BY LAW.

3 Given first reading at a Regular Meeting of the Bullitt County Fiscal Court on the day of October, 2023.

To be given second reading and voted upon at a Regular Meeting of the Bullitt County Fiscal Court on this 17<sup>th</sup> day of October, 2023.


BULLITT COUNTY FISCAL COURT

  
JERRY SUMMERS  
BULLITT COUNTY JUDGE/EXECUTIVE

ATTESTED TO:

  
BULLITT COUNTY CLERK 

APPROVED AS TO LEGALITY AND FORM BY:

  
TAMMY BAKER  
BULLITT COUNTY ATTORNEY  
300 S. BUCKMAN STREET  
P.O. BOX 1446  
SHEPHERDSVILLE, KENTUCKY 40165  
(502)543-1505