

COMMONWEALTH OF KENTUCKY  
COUNTY OF WARREN

WARREN FISCAL COURT

NO. 94-284C

\* \* \* \* \*

ORDINANCE IMPLEMENTING ADMINISTRATIVE CODE  
FOR WARREN COUNTY, KENTUCKY

WHEREAS, Warren County's Administrative Code is subject to required amendment and annual review for the purpose of amendment and modification to bring it into conformity with Kentucky law as up-dated by the General Assembly, and

WHEREAS, it is in the best interest of Warren County, Kentucky, and in the best interest of increasing the efficiency of the operations of Warren County government, that the Administrative Code be reviewed and up-dated and/or modified on a regular basis, and


WHEREAS, Warren County's Administrative Code at present is in need of up-dating, modifying and/or supplementing for the purpose of increasing efficiency and for the purpose of conforming to the Laws of the Commonwealth of Kentucky.

NOW THEREFORE, BE IT ORDAINED BY THE FISCAL COURT OF WARREN COUNTY, COMMONWEALTH OF KENTUCKY, that the attached Administrative Code, which is incorporated herein by reference is hereby adopted as Warren County's Administrative Code and shall have full force and affect in lieu of any and all other Administrative Codes passed by Warren County, Kentucky.

1117 A

This Ordinance is adopted pursuant to KRS 67.077 in that it was published in summary form on the 18<sup>th</sup> day of August, 1994, and was introduced and read on the 12<sup>th</sup> day of August, 1994, and given final reading on the 26<sup>th</sup> day of August, 1994, and said Ordinance shall be in full force and effect upon signature, recordation, and publication in summary pursuant to KRS Chapter 424 and KRS 67.077, Subsection 3.

APPROVED this 26 day of August, 1994.

  
MICHAEL O. BUCHANON  
COUNTY JUDGE EXECUTIVE

ATTESTED:

  
WARREN FISCAL COURT CLERK

PASSED BY A VOTE 7 TO 0

PREPARED BY:

MICHAEL E. CAUDILL  
WARREN COUNTY ATTORNEY

442-A-1

ADMINISTRATIVE CODE OF WARREN COUNTY, KENTUCKY

100.0 GENERAL ADMINISTRATION

110.0 County Judge Executive

110.1 The County Judge Executive shall be the Chief Executive 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.

110.2 The responsibilities of the Judge Executive as defined by KRS 67.710 are as follows:

- (1) Provide for the execution of 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 by the State subject to enforcement by him or by officers who are under his direction and supervision;
- (2) Prepare and submit to the Fiscal Court for approval an Administrative Code incorporating the details of an Administrative procedure for the operation of the County and review such code and suggest revisions periodically 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 officials, elected or appointed, whose offices utilize county funds, and all Boards, Special Districts, and Commissions exclusive of City Governments and their agencies located within the County to make an annual financial report to the Fiscal Court concerning the business and condition of the Office, Department, Board, Commission, or Special Districts;

- (5) Consistent with procedures set forth in KRS 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 fully advised as to the financial condition and needs of the County and make such other reports from time-to-time as required by the Fiscal Court or as he deems necessary;
- (7) Exercise the authority to appoint, supervise, suspend, dismiss, terminate, and or remove County personnel unless otherwise provided by County Ordinance or State Law; and
- (8) Unless otherwise designated by Fiscal Court Legislation or by City-County Legislation and/or State Law, the County Judge Executive shall nominate appointments for Boards, Commissions, and Designated Administrative positions in Warren County Government. The County Judge Executive shall notify the Fiscal Court of his nomination at the next regularly scheduled Fiscal Court meeting after said nomination. At said Fiscal Court meeting Warren Fiscal Court shall vote on confirming the nominee of the County Judge Executive and/or conduct said vote within two weeks after being notified of the County Judge Executive's nomination.

110.3 Additional Responsibilities of the County Judge Executive are found in the following sections of KRS:

Organization of County Functions

- KRS 67.715 (1) The County Judge Executive may create, abolish, or combine any county department or agency department or agency to another, provided that he shall first submit plans for such reorganization to the Fiscal Court. If not disapproved within sixty (60) days, the plans shall become effective.

Special Districts

- KRS 67.715 (2) The County Judge Executive or County Judge Executives of multi-county Districts may, with approval of the Fiscal Court or Fiscal Courts, create, any Special District; or abolish or combine any

442-A-3

Special Districts, provided such district was created solely by one or more fiscal courts.

County Representation

KRS.67.715 (3) The County Judge Executive shall assure the representation of the County on all Boards, Commissions, Special Districts, and multi-county programs in which County participation is called for.

120.0 Procedures for Appointment/Removal of Administrative Personnel and Members of Boards and Commissions

120.1 The County Judge Executive shall nominate according to section 110.2 (8) qualified persons to serve in administrative positions and on Boards and Commissions and shall inform Fiscal Court of his nominee according to the procedure set forth herein. In the absence of an appointment procedure set forth in the By-Laws or Charter creating said Board or in the absence of appointment procedure set forth by any County, City-County or State Law, Fiscal Court shall be required to confirm said appointment, as set forth herein. In the event Fiscal Court votes to affirm said appointment, said appointment shall become effective immediately upon the vote of Fiscal Court. If Fiscal Court does not act on or fails to confirm the nomination within two weeks on the next regularly scheduled court meeting after two weeks from the time Fiscal Court is given notice of the nomination, said nomination shall be deemed accepted by Fiscal Court and shall commence on the next regularly scheduled Fiscal Court meeting date subsequent to two weeks after the County Judge's notification of his nominee. Fiscal Court may vote on a nomination during the meeting in which it was submitted to Fiscal Court by the County Judge Executive.

120.2 After a nomination is made as set forth herein, Fiscal Court has the authority to require the nominee to appear at a public meeting of Warren Fiscal Court for the purpose of questioning such nominee about matters which are relative to the position to which he or she has been nominated.

120.3 No person shall be selected as a member of a Board or Commission or for an administrative position if such person holds or is employed in a position which is incompatible with the one for which nominated. The

442-A-4

section contained in the County Administrative Code dealing with "ethics" as it applies to members of Boards or Commissions and Administrative positions is hereby incorporated herein and made a part hereof.

- 120.4 Board, or Commission members shall serve until the end of their terms and, thereafter, until a replacement is nominated and/or appointed according to the rules set forth herein or is set forth in the Order, Ordinance, Resolution, or State Law creating said Board or Commission. Members of Boards or Commissions appointed without Fiscal Court approval may be dismissed at any time by the County Judge Executive. Members of Boards or Commissions who are appointed with Fiscal Court approval may only be dismissed by the County Judge Executive with the concurrence of Warren Fiscal Court.
- 120.5 Paid Administrative personnel may be suspended, reprimanded, discharged, terminated and/or dismissed according to the Personnel Code of Warren County, Kentucky.
- 130.0 Procedures for Re-organization of County Departments and Agencies
- 130.1 The County Judge Executive may create, abolish, or combine any County Department, Agency, Special District, or transfer functions from one Department or Agency to another provided that he shall first submit plans for such re-organization to the Fiscal Court.
- 130.2 The re-organization plan shall: state the need for re-organization, how re-organization will meet the need, state the long and short term costs, and what effect the re-organization will have on personnel.
- 130.3 The re-organization plan shall be submitted to the Fiscal Court for approval or disapproval. If not disapproved within thirty (30) days, the plan shall become effective.
- 130.4 The re-organization plan shall be made available for public inspection at the Office of the County Judge Executive.
- 130.5 The County Judge Executive or Fiscal Court may cause the records and accounts of any Administrative Agency to be examined at any time.

442-A-5

140.0      Procedures to Assure County Representation

140.1      Every Board, Commission, Agency or Special District which requires participation by County government may be required by the County Judge Executive to submit a list of its members of its governing body together with a copy of its By-Laws and a copy of the Order, Ordinance or Resolution creating said Board, Commission, Agency or Special District to the County Judge Executive not less than sixty (60) days prior to the selection of members of the governing body.

140.2      The County Judge Executive or his designee shall have the option to meet with the governing body of any Board, Commission, Agency or Special District which requires participation by County government at any time.

150.0      Administrative Agencies

150.1      Each County Agency shall maintain the following records: A financial record of the Agency activities containing the amount budgeted for the year, the amount expended to date and the balance available.

150.2      Within sixty (60) days after the close of each Fiscal Year, each Administrative Agency shall make a full report to the County Judge Executive and to the Fiscal Court. The report shall include a financial statement and the general scope of operations of the agency during the preceding year.

150.3      Each Administrative Agency shall submit a detailed annual budget request to the County Judge Executive within the time limits established by the County Judge Executive.

160.0      Procedures Relating to Deputy County Judge Executive

160.1      The County Judge Executive may designate by written Order within thirty (30) days of assuming office or thereafter, a Deputy County Judge Executive who shall serve as County Judge Executive in the absence of the County Judge Executive.

160.2      The County Judge Executive shall be deemed absent when he shall be physically absent from the County, sick, physically disabled or prevented by other emergency beyond his control which would prevent him from attending meetings of the Fiscal Court. A vacation, including one taken within the County, may in the discretion of the County Judge Executive be considered an absence.

442-A-6

160.3 Such appointment of a Deputy County Judge Executive shall continue until such time as the County Judge Executive revokes said appointment in writing and/or makes a new appointment.

160.4 The Deputy County Judge Executive shall have all administrative powers, duties and responsibilities as the County Judge Executive, except that the Deputy County Judge Executive shall not act for the County Judge Executive as a member or presiding officer of the Fiscal Court.

## 200 FISCAL MANAGEMENT

### 210.0 Budget Preparation Procedures

210.1 The County Judge Executive shall obtain budget proposals prepared by each County Office or Agency receiving funds from Fiscal Court, including the County Clerk, Sheriff and Jailer.

210.2 The Judge Executive shall prepare a report of anticipated revenue from intergovernmental transfers from City, State and Federal Governments.

210.3 The Judge Executive shall review the expenditures in each classification of each fund for the preceding year and for the current year.

210.4 The Judge Executive shall obtain from the County Treasurer a report of actual expenditures made during the current Fiscal Year.

210.5 An estimate shall be made of expenditures for the remainder of the current year and of any surplus, by fund, which would remain.

210.6 The Judge Executive shall obtain from the Sheriff an annual settlement, showing County taxes collected, not later than April 1 of the current year.

210.7 The Judge Executive shall submit the proposed budget to the Budget Commission not later than May 1 of each Fiscal Year.



220.0

Duties and Procedures of the Budget Commissions

220.1

Determine the net estimated receipts from tax levies for the next Fiscal year and furnish said information to the Finance Officer and/or County Treasurer. Such net receipts include the amount of actual taxes paid the County for the current year plus estimated growth.

220.2

Prepare, with the County Judge Executive, the actual County budget from proposals submitted by the County Judge Executive.

220.3

Post anticipated revenues for all funds on the budget form.

220.4

Add temporary borrowing, estimated surplus and transfer of funds to anticipated revenue to determine the amount available for the year.

220.5

In the event the estimated expenditures exceed the estimated amount available, an adjustment shall be made by reducing the expenditures as the Budget Commission finds in the best interest of the County to bring the budget into balance.

220.6

The proposed budget shall be submitted to Fiscal Court for tentative approval and any changes the Fiscal Court deems necessary shall be made by the Budget Commission.

220.7

Following action by the Fiscal Court, but later than June 10, the budget shall be submitted to the State Local Finance Office for approval as to form and classification.

220.8

The budget approved by the State Local Finance Officer shall be submitted to Fiscal Court for adoption not later than July 1 or within ten (10) days after receipt of the certified assessment from the Department of Revenue, as provided by KRS 122.180, whichever shall be later.

220.9

The County Budget Commission shall cause copy of the proposed budget to be posted in a conspicuous place in the Courthouse ten (10) days before the final adoption by the Fiscal Court. In addition:

- (a) A budget summary shall be published in a newspaper of general circulation in the County not less than seven (7) days nor more than twenty-one (21) days before final adoption by Fiscal Court.

- (b) The Judge Executive shall maintain a copy of the budget as adopted, together with any amendments adopted thereafter, for public inspection.

230.0      Budget Hearing Procedures

- 230.1      Prior to submission of the budget to the Fiscal Court, a public hearing shall be conducted by the Budget Commission on the proposed uses of revenue sharing funds.
- 230.2      Notice of public hearing shall be published in at least one (1) newspaper of general circulation not less than seven (7) days prior to the date of the hearing.
- 230.3      Every person desiring to speak on the subject of the use of revenue sharing funds by the County shall be given the opportunity to do so.
- 230.4      Minutes of the proceedings shall be taken in writing and maintained by the Judge Executive as public records.

240.0      Procedures for County Treasurers

- 240.1      County funds shall be paid out only on Order of the Fiscal Court.
- 240.2      No expenditures may be made in excess of revenues or for purposes other than appropriated.
- 240.3      No appropriations may be made which exceed adopted budget amounts.
- 240.4      The Treasurer shall keep a record of each budget appropriation, all expenditures from that appropriation and each budget fund. This record is called the Appropriation Expenditure Ledger.
- 240.5      The Treasurer shall maintain a General Ledger in which all transactions are entered, either in detail or in summary. Each Fund (General Fund, Road Fund, Revenue Sharing Fund, etc.) shall have a complete balancing set of General Ledger Accounts. Control Accounts shall be established for the Cash Receipts Register and the Appropriation Expenditure Ledger.
- 240.6      The Treasurer shall maintain a Cash Receipts Register containing columns for total cash received, source of revenue and miscellaneous revenue for each fund.

- 240.7 The Treasurer shall maintain an Appropriation Expenditure Ledger. This ledger is a group of accounts supporting in detail the appropriation and expenditure accounts of the General Ledger. An account must be provided for each appropriation made in the budget. The original appropriation and all amendments and transfers authorized by Order of the Fiscal Court shall be entered. All expenditures shall be charged to an appropriation account.
- 240.8 The Treasurer shall maintain a record of all warrants paid (except payroll) in chronological order in a Warrant Distribution Register. Columns shall be provided for date, payee, warrant number, appropriation expenditure account number and amount. Separate columns are provided for each Fund so that one Register serves all Funds.
- 240.9 The Treasurer shall maintain a Payroll Authorization Book which is designed to facilitate convenient preparation and certification of the payroll. One Order of the Fiscal Court may be made to authorize payment for all employees for more than one payroll period.
- 240.10 The Treasurer shall maintain an Individual Earnings Record for each employee, including gross earnings, deductions and net pay at the time computed.
- 240.11 The Treasurer shall maintain a Notes Payable Register which provides information on notes for temporary loans in anticipation of the current year's revenue, indicating the principal amount, interest rate, due date, Fund and other necessary details.
- 240.12 The Treasurer shall maintain a Bond Register which records the history and authorization of each bond issue, whether general obligation bonds, revenue bonds or special levy bonds. A separate sheet shall be prepared for each issue.
- 250.0 Procedures for Administration of the Budget by the County Judge Executive
- 250.1 At the beginning of each Fiscal Year, the total amount of the appropriation represents the Free Balance, or unused appropriations amount for each account.
- 250.2 As expenditures are made during the year, the amount of the expenditure is subtracted from the free balance to keep an accurate record of the exact amount of the unused appropriation at any time.

- 250.3 When an item is ordered, the Free Balance is encumbered in that amount although it may be considerable time before the actual expenditure occurs.
- 250.4 The Judge Executive shall write and sign all warrants directing the Treasurer to make a payment authorized by Fiscal Court and maintain a record of such warrants.
- 250.5 The County Judge Executive shall, within fifteen (15) days after the end of the quarter of each Fiscal year, prepare a statement showing for the current Fiscal year to date actual receipts from each County Revenue source, the totals of all encumbrances and expenditures charged against each budget fund, the unencumbered balance of the fund, and any transfers made to or from the Fund. The County Judge Executive shall post the statement in a conspicuous place in the Courthouse near the front door for at least ten (10) consecutive days and transmit a copy to the Fiscal Court. The statement shall be read at the next meeting of the Fiscal Court.
- 250.6 At the close of each Fiscal year, the Judge Executive will be responsible for the preparation of records necessitated by the annual audit of the books, accounts and papers of the County and County Judge Executive. The annual audit may be conducted by the State Auditor of Public Accounts or a Certified Public Accountant.
- 260.0 Claims Against the County
- 260.1 The Judge Executive shall account for all claims against the County.
- 260.2 Anyone with a claim for payment from the County shall file the claim in writing to Judge Executive.
- 260.3 Each claim shall be recorded by date of receipt and presented to the Fiscal Court at its next meeting.
- 260.4 Each order of Fiscal Court approving a claim shall designate the budget fund and classification from which the claim will be paid and each warrant shall specify the budget fund and classification.
- 260.5 The payroll for County Officials and regular County employees, as well as several known recurring payments such as utilities and interest and principal on bonded debt, are not required to have monthly Fiscal Court approval.

260.6

The Judge Executive and Treasurer shall sign all checks.

300 PERSONNEL ADMINISTRATION

310.0

The County Personnel Code is hereby incorporated herein and made a part hereof.

400.0 SUGGESTED PROCEDURES FOR PURCHASES AND CONTRACTS

410.0

Authorization of County Contracts

410.1

Except as provided in this Administrative Code, and with the exception of the small purchase procedure set forth under Section 440.0, every Contract, change or amendment thereto, of a County Contract shall be authorized or approved by the Fiscal Court before it is executed by the County Judge Executive.

410.2

With the exception of small purchases as set forth herein, all Contracts of the County shall be approved as to form and legality by the County Attorney.

411.0

Purchasing Duties and Delegation

411.1

The County Judge Executive may delegate performance of a part or all of the following purchasing duties to a Purchasing Officer or to the Departmental personnel:

- (a) Preparation of specifications, invitations to bid, solicitations for proposals.
- (b) Completion of an inquiry and written determination of responsibility of bidders and offerors; and the maintaining of lists of pre-qualified, responsible contractors for particular types of supplies, services and construction items.
- (c) Preparation of a written determination as to the need for use of the negotiated process where appropriate.
- (d) Notification of suppliers, through advertisement of other permissible methods of invitations to bid, solicitations for proposals; and request for quotations.

- (e) Evaluation of the responsiveness of each bid and completion of appropriate negotiations with offerors.
- (f) Cancellation of any invitation to bid upon a written determination that such action is in the best interest of the County.
- (g) Inspection of the place of business and any operation and the examination of any financial information of any offeror engaged in the negotiated process with the county; and completion of an audit to be made of any contractor under a negotiated contract.
- (h) Preparation and maintenance of an inventory of all property of the county.

420.0 Procedures for Sealed Bidding

420.1 The Agency, Department or person requiring supplies, services or construction shall submit to the Judge Executive a written request containing specifications and quantities desired.

420.2 The Judge Executive shall determine the need for the items requested, the approximate cost and whether or not the expenditure is provided for in the budget.

420.3 In accordance with KRS 424.260, when the cost of a contract, lease, or other agreements for materials, supplies, equipment or contractual services, other than professional, exceeds ten thousand dollars (\$10,000), an Invitation for Bids notice must be authorized by the Fiscal Court.

420.4 The Judge Executive shall place the Invitation for Bids notice in the newspaper of largest circulation in the County not less than seven (7) days nor more than twenty-one (21) days before bid opening. The advertisement shall include the time and place the bids will be opened, and the time and place where the specifications may be obtained.

420.5 If the durability of the product, the quality of service or other factors are to be considered in bid selection, such factors shall be stated in the advertisement.

420.6 The County Judge Executive shall open all bids publicly at the time and place stated in the advertisement; at said time and place or thereafter the County Judge Executive may select the lowest qualified bid by a qualified bidder. Warren Fiscal Court and/or the County Judge Executive is not required to select the lowest bid, but may consider other factors in bid selection subject to the proviso that such factors are relevant to the product or service sought. If the lowest bid is not selected, the reasons for selection shall be set forth on the record of Warren Fiscal Court or in a written determination made of record. Said reasons may be set forth and contained in the motion accepting the bid for the product and/or the service.

420.7 The County Judge Executive shall submit the bid selected to the Fiscal Court for approval and thereafter shall notify the successful bidder of the award.

420.8 The County Judge Executive shall have the authority to sign the Contract, if one is used, and shall have the further authority to issue a purchase order to the vendor.

420.9 When items are delivered, the invoice shall be placed in a file by vendor's name. When payment is made, one copy of the purchase order shall be placed in the vendor's file and one filed in numerical order with the paid purchase orders.

420.10 The County Judge Executive or the County Treasurer or Finance Officer, if designated by the County Judge Executive, shall enter the amount of the expenditure in the purchase ledger.

430.0 Procedures Prerequisite to Use of Negotiated Process

431.1 The negotiated process may be used when authorized by State law and in the following circumstances:

- (a) an emergency
- (b) the contract is for professional services;
- (c) all bids received exceed the amount budgeted.
- (d) all bids received are deemed excessive.

431.2 Before an emergency is declared, the Judge Executive shall determine whether or not the delay in obtaining bids will result in an unreasonable added

expense to the County, danger to health, safety or property and shall make such determination, in writing, and file same with the Fiscal Court Clerk. In said event, the Judge Executive shall notify Warren Fiscal Court of the emergency determination.

431.3 The Judge Executive shall certify the existence of any emergency and file a copy of such certificate with the County Treasurer.

431.4 A professional service is one performed by a licensed professional for an activity which a license is required and as set forth by Kentucky law.

431.5 In the event all bids submitted are in excess of funds available, or in the event all bids submitted are unreasonably excessive and/or would constitute an unreasonable expenditure of County funds, the County Judge Executive shall prepare a written determination that there are no additional funds available to permit an award to the responsible bidder with the lowest and best bid and/or that all bids received were unreasonably excessive and/or expensive and would constitute an unreasonable expense to Warren County, Kentucky, and that a delay in advertising for additional bids is not in the best interest of the County.

432.0 Procedures for Negotiated Process

432.1 When the pre-requisites have been met for use of the negotiated process, the Judge Executive shall proceed to negotiate with one or more suppliers in order to obtain the most advantageous terms for the county.

432.2 The Judge Executive shall prepare a record of all negotiated Contracts, showing the items and quantities acquired, name of suppliers, cost and date of contract.

432.3 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.

432.4 Where more than one bid was received and the provisions of 431.5 above are met, the County Judge Executive shall notify the lowest three (3) bidders that the County desires to negotiate a Contract for a lesser amount and fix a time limit for submission of proposals.



COMMONWEALTH OF KENTUCKY  
COUNTY OF WARREN

WARREN FISCAL COURT

NO. 00-52 WC

ORDINANCE AMENDING SECTION 440.1 AND SECTION 440.2  
OF THE ADMINISTRATIVE CODE OF WARREN COUNTY

WHEREAS, Warren County has adopted an Administrative Code and said code is set forth in Warren County Ordinance Number 94-28WC, and;

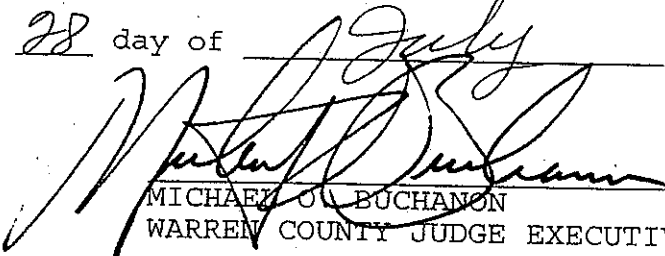
WHEREAS, the General Assembly passed a law to change the Model Procurement for small purchases from \$10,000 to \$20,000; and

WHEREAS, it is in the best interest of the citizens of Warren County, Kentucky that the Administrative Code be amended.

IT IS NOW HEREBY ORDERED AND ORDAINED by the Fiscal Court of Warren County, Commonwealth of Kentucky, that Section 440.1 and 440.2 be amended changing the amount for small purchases to \$20,000.00 (TWENTY THOUSAND DOLLARS).

This Ordinance is adopted pursuant to KRS 67.077 in that it was published in summary form on the 20 day of July, 2000, and was introduced and read on the 17 day of July, 2000, and given final reading on the 28 day of July, 2000, at which time said Ordinance will be in full force and effect upon signature, recordation and publication pursuant to KRS 67.077 Subsection 3.

APPROVED this the 28 day of July, 2000.

  
MICHAEL O. BUCHANON  
WARREN COUNTY JUDGE EXECUTIVE

484D

ATTESTED:

*Mario Smith*  
WARREN FISCAL COURT CLERK

*Yvonne Guy*  
WARREN COUNTY COURT CLERK

Passed by a vote of 7 to 0.

Prepared by.

*Mike Caudill*  
MICHAEL E. CAUDILL  
AMY HALE MILLIKEN  
WARREN COUNTY ATTORNEY'S OFFICE  
923 College Street  
Bowling Green, KY 42101

484-D-1

- 432.5 The Judge Executive shall examine the proposals received and shall negotiate with the suppliers for the terms most advantageous to the County.
- 432.6 The best negotiated proposal shall be submitted to the Fiscal Court for approval and award.
- 432.7 The Judge Executive or his designee shall notify all persons whose proposals are accepted.
- 432.8 The Judge Executive may delegate performance of part or all of the procedures for negotiated process contained herein with the exception that the best negotiated proposal shall be submitted to the Fiscal Court for approval and award.
- 440.0 Small Purchases Procedures
- 440.1 The Judge Executive shall determine the need for any item requested, whether or not the purchase is for less than Ten Thousand Dollars (\$10,000), and that the expenditure is provided for in the budget.
- 440.2 For purchases less than Ten Thousand Dollars (\$10,000) but of One Thousand Dollars (\$1,000) or more, the Judge Executive shall obtain three (3) written price quotes from vendors and select the one most advantageous to the County.
- 440.3 Purchases of less than One Thousand Dollars (\$1,000) shall be made in the open market. Every effort should be made to get the lowest and best price and to share the business among responsible vendors.
- 440.4 For all purchases, the Designated Purchasing Agent will prepare a four-part purchase order. Copies of the purchase order will be distributed as follows: one to the vendor, one for the agency requesting the items, one for the Purchasing Agent, and one for the Judge Executive.
- 440.5 After the execution of the purchaser order, the Judge Executive enters the anticipated expenditures in the small purchase ledger.
- 440.6 After payment is made, the Judge/Executive files one copy of the purchase order in numerical sequence and the other copy alphabetically by vendor's name along with the vendor's invoice.

450.0 Receiving Procedures and Inventory Control

450.1 The Judge Executive is responsible for the receipt and inspection of all property and supplies and may designate an officer for receipt and inspection of all property.

450.2 Each item shall be inspected upon receipt and all items which do not conform to specifications shall be rejected with a written notice of such rejection given to the vendor within ten (10) days..

450.3 All supplies shall be stored under the supervision of the County Judge Executive or a person designated by the County Judge Executive.

450.4 The County Judge Executive will be responsible for establishing an inventory record for all property purchased or otherwise owned by the County. The inventory file shall contain an item inventory number, item description, date purchased, purchase amount, and office assigned for use. The inventory file will be verified by actual inspection at least once a year and the condition of the item noted and dated.

460.0 Procedures for Disposition of Surplus Property

460.1 The Judge Executive shall prepare a written statement which describes the property, including the date of acquisition and its intended use at the time.

460.2 The statement shall also include:

- (a) the proposed disposition of the property and the reasons such disposition is in the public interest;
- (b) the present use of the property;
- (c) the method of disposition, whether it is to be transferred to another governmental agency or to a private concern;
- (d) the compensation, if any, to be received; and whether it is to be sold at public auction, by sealed bids or through negotiations.

442-A-17

460.3 If the property is to be sold through negotiations, the property shall be appraised by at least two competent appraisers and the appraisals attached. No property shall be sold on a negotiated basis for less than the appraised value.

470.0 Procedures for Pre-qualification of Bidders

470.1 Each bidder or offeror shall furnish on prescribed forms information pertaining to all contracts completed in the past two (2) years and financial institutions used.

470.2 The Judge Executive may contact purchasers listed by the bidder or offeror to verify the record of performance.

470.3 A credit check may be made through an established organization and the information compared with the information furnished by the bidder/offeror.

470.4 In the event the information is conflicting or incomplete, the Judge Executive shall make further inquiry of the bidder/offeror, including inspection of the place of business or examination of the bonds or records.

470.5 The contractors who have demonstrated by past performance the ability to perform satisfactorily in accordance with contracts on a timely basis and have shown a sound financial structure shall be qualified as responsible.

470.6 The Judge Executive shall inform prospective contractors of the pre-qualification procedures and encourage them to supply the information required for a pre-qualification.

470.7 A new or small business, particularly a minority enterprise, may be exempt from the qualification requirements where circumstances warrant.

500.0 DELIVERY OF COUNTY SERVICES

500.1 It shall be an objective of the County to provide appropriate and equitable levels of services to all County residents. County services shall be available and delivered to all County residents without regard to race, color, age, religious preferences, or national origin.

600.C OFFICIAL ACTS OF THE FISCAL COURT

610.0 Ordinances, Orders and Resolutions

610.1 An Ordinance means a general act of the Fiscal Court enforceable by law or an appropriation of money; all other acts are Orders or Resolutions.

610.2 All Ordinances shall be introduced in writing; relate to one subject only; and contain a title which expresses the subject: An Ordinance relating to ...

610.3 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 Warren, Commonwealth of Kentucky:"

610.4 County Ordinances shall be amended by Ordinance and only by setting out in full each amended section.

610.5 No County Ordinance shall be passed until it has been read on two separate days, but Ordinances may be read by title and a summary only.

610.6 No County Ordinance shall be passed until it has been published pursuant to KRS 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 a 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 that at each meeting time, date and place of the next meeting is announced.

610.7 All County Ordinances and amendments shall be published after passage and may be published in full or in summary form at the discretion of the Fiscal Court.

610.8 Traffic, building, housing, plumbing, electrical, safety and other self-contained Codes may be adopted by reference if a copy of the Code is kept with the adopting Ordinance and is made a part of the permanent records of the County.

610.9 Effective with the implementation of this Administrative Code, all County Ordinances other than the Budget Ordinance shall be indexed in a composite index of

all current County Ordinances and placed in a three-ring binder. Each Ordinance shall be listed in the index by date and title no later than thirty (30) days after passage. This provision is in addition to any other record keeping method or requirement followed by Warren Fiscal Court at the time of adoption of this Administrative Code.

620.0 Fiscal Court Meetings

620.1 Regular meetings of the Fiscal Court shall be held at the Courthouse on a day and time as set by Fiscal Court.

620.2 Provided, however, that if the regular meeting day falls on a legal holiday, the meeting shall take place on the next regular working day at the same place and hour.

620.3 All meetings of members of 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.

620.4 The County 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.

620.5 Whenever a special meeting is necessary and the Judge Executive is unable, or refuses to act, a majority of the Fiscal Court may call the special meeting if, in their opinion, the need exists.

620.6 A special meeting may be called by the Judge Executive or a majority of the members of the Fiscal Court by delivering personally, or by mail, written notice to each member and to each local newspaper, of general circulation, each news service and each local radio or television station which has on file with the Fiscal Court a written request to be notified of special meetings.

620.7 Notice of the special meeting must be delivered at least twenty-four (24) hours prior to the time of the meeting as specified in the notice.

620.8 If time does not permit giving twenty-four (24) hours notice, then notice that is reasonable under the circumstances and calculated to inform the public shall be given the news media and the public.

620.9 It shall be the responsibility of the Fiscal Court Clerk to prepare and distribute the proper notices.

630.0 Presiding Officer

630.1 The County Judge Executive shall be the presiding officer of the Fiscal Court at all regular and special meetings.

630.2 If the County Judge Executive is not present or able to preside, a majority of the Magistrates shall elect one of their members to preside.

640.0 Quorum

640.1 Not less than a majority of the members of the Fiscal Court shall constitute a quorum for the transaction of business.

640.2 No proposition shall be adopted except with the concurrence of at least a majority of the members present.

650.0 Order of Business

650.1 At each meeting of the Fiscal Court the following regular order of business shall be observed unless dispensed with by a majority vote of the members present:

- (a) Call to order by the County Judge Executive;
- (b) Roll call by the Fiscal Court Clerk;
- (c) Reading of Minutes of previous meeting; and
- (d) Payment of bills;
- (e) Communications from the County Judge Executive;
- (f) Reports of members, officers, and/or committees;
- (g) Old Business;
- (h) New Business;
- (i) Approval and signing of Minutes; and
- (k) Adjournment.



650.2 The County Judge Executive shall prepare an agenda for each Fiscal Court meeting and deliver it to all participants. The County Judge Executive shall have the authority to add amendments to said agenda at any time in the event the subject of said amendment is deemed to be in the best interest of Warren County, Kentucky.

650.3 The Judge Executive or his designee shall prepare an itemized list of all valid bills requiring Fiscal Court approval. Such list may accompany the agenda prepared by the Judge Executive. Members of Fiscal Court have the authority and/or are encouraged to review all bills requiring Fiscal Court approval and may do so at the Office of the County Treasurer at any time during normal business hours.

650.4 The Fiscal Court may approve payment of the list of valid bills as a whole unless there is an objection voiced to any specific item.

660.0 Fiscal Court Records and Minutes

660.1 The Clerk of the Fiscal Court shall attend all meetings of the Fiscal Court and keep a full and complete record of its proceedings.

660.2 The Clerk of the Fiscal Court shall keep an index of all Fiscal Court records and make such index and records available for public inspection in accordance with KRS 61.870 to 61.884.

670.0 Rules of Order

670.1 Except when in conflict with the foregoing provisions, Robert's Rules of Order shall govern the deliberations of the Fiscal Court.

670.2 The Rules of Order, other than those prescribed by Statutes, may be suspended at any time by the County Judge Executive.

700.0 APPLICABILITY

710.1 This Administrative Code shall be applicable to and shall govern the operations of all County Agencies, Departments and employees working therein and shall specifically apply to the following:

- (a) The Office of the Warren County Judge Executive;
- (b) The Warren County Road Department;
- (c) The Warren County Jail;
- (d) The Warren County Court Clerk's Office;
- (e) The Office of the Warren County Treasurer;
- (f) The Warren County Attorney's Office;
- (g) The Warren County Parks' Department;
- (h) All Administrative miscellaneous employees and their operations while in the employ of Warren County, Kentucky, relative to their duties with the Justice Center, the Warren County Courthouse, and all other employees not specifically assigned to the Agency set forth hereinabove.

710.2 Unless otherwise specifically authorized by County Order, Resolution or Ordinance or by State Law, all County Department or Agency heads shall be appointed by the County Judge Executive or appointed pursuant to the rules and regulations set forth in this Administrative Code.

710.3 All Departments and/or Agencies heads shall be subject to the County's Personnel Code and the County's Code of Ethics which is or will hereinafter be incorporated by reference herein as if fully copied herein.

710.4 All County Department heads and/or Agency heads shall have general supervisory control over the operations of their Departments and shall adopt policies and procedures for their Departments which are consistent with, but supplemental to, these Administrative Regulations. Each Department shall tender to the County Judge Executive, for his approval, policies and procedures consistent with this Administrative Code no later than ninety (90) days after final passage of this Administrative Code. Said policies and procedures, including any personnel policies and any conflict of interest and/or Code of Ethics Regulations shall be consistent with and not conflict with this Administrative Code. In the event of a conflict, this Administrative Code shall apply.

710.5

Department and/or Agency heads and/or Constitutional Officers who offices receive funding from Warren County shall be bound by this Administrative Code and to the extent not inconsistent with State Law shall have general supervisory control over the operations of their Departments and/or offices and shall have general supervisory control over all County employees working within their respective Departments, Agencies, and/or offices.

Further, all such Department and/or Agency heads and/or Constitutional officers shall have the specific authority to promulgate the rules and regulations as set forth herein and shall have the authority to prescribe minimum rules of conduct for all employees within their Department and shall have the authority to set their hours of operation for their respective Departments subject to the approval of the County Judge Executive.