

ADMINISTRATIVE CODE ORDINANCE

KOC 210.1

WHEREAS, the Hart Fiscal Court is desirous of efficient and effective operation of county business; and

WHEREAS, the Court believes that the operation of County Government can be ordered by the adoption of policies and procedures included in the attached Administrative Code;

NOW, THEREFORE, BE IT ORDAINED BY THE FISCAL COURT OF HART COUNTY, COMMONWEALTH OF KENTUCKY, THAT:

The attached Administrative Code be hereby adopted for use by all divisions of County Government and carried out by the Judge Executive.

It is further ordered that the Code be in full force and effect from the date of its adoption and upon publication according to law.

Signed by the Judge/Executive at the direction and order of the Hart Fiscal Court this 5th day of January, 1989.

Vince Lang
HART COUNTY JUDGE/EXECUTIVE

ATTEST:

Tammie Sims
HART FISCAL COURT CLERK

100. ORGANIZATION OF COUNTY GOVERNMENT

110.0 Chief Executive

110.1 The Judge/Executive shall be chief executive of the county and shall have all the powers and perform all the duties of an executive and administrative nature vested in, or imposed upon, the county or its fiscal court by law, or by agreement with any municipality or other subdivision of government, and such additional powers as granted by the fiscal court. The Judge/Executive shall be responsible for the proper administration of the affairs of the county placed in his charge as established by KRS 67.710, his responsibilities shall include, but are not limited to, the following:

- a) 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;
- b) Prepare and submit to the fiscal court for approval an administrative code incorporating the details of administrative procedure for the operation of the county and review such code and suggest revisions periodically or at the request of the fiscal court;
- c) 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;
- d) 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;
- e) 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;

- f) Exercise with the approval of the fiscal court the authority to appoint, supervise, suspend, and remove county personnel (unless otherwise provided by state law); and
- g) With the approval of the fiscal court, make appointments to or remove members from such boards, commissions, and designated administrative positions as the fiscal court, charter, law, or ordinance may create. The requirement of fiscal court approval must be designated as such in the county administrative code or the county charter.

120.0 Organization of County Functions.

120.1 Under KRS 67.715 the Judge/Executive may create, abolish, or combine any county department or agency or transfer a function from one department or agency to another, provided that he shall first submit plans for such reorganization to the fiscal court.

130.0 Special Districts.

130.1 The Judge/Executive or 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 special districts, provided such district was created solely by one or more fiscal courts.

140.0 County Representation.

140.1 The 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.

150.1 Procedures For Reports To Fiscal Court On County Departments And Agencies.

150.1 By the end of each month the head of each county department, agency or commission shall provide the Judge/Executive with the following information:

- a) A statement which describes the activities of the department or agency during the month, and evaluates those activities in relation to agency or department objectives.
- b) A list of any citizens' complaints made to the agency or department during the preceding month and the steps taken by the agency or department to correct the situation.

150.2 The Judge/Executive shall prepare a summary of the foregoing information and present it to the fiscal court at the first meeting of each month.

160.0 Procedures For Appointment/Removal Of Administrative Personnel and Members of Boards and Commissions.

160.1 The Judge/Executive shall nominate qualified persons to serve in administrative positions and on Boards and Commissions and inform the fiscal court at a regular meeting of his intention to make an appointment. If approval by the fiscal court of the nomination is required by state law the fiscal court shall act on such nomination within sixty days. If the fiscal court does not act on the nomination within the sixty day period, said nomination shall be deemed rejected by the fiscal court. A majority of those fiscal court members present at a meeting shall vote in favor of the nomination, in order for it to be approved.

160.2 The fiscal court may require the nominee to appear at a public hearing for the purpose of questioning such nominee about matters which relate to the position for which he has been nominated. Said nominee shall be notified by mail if this is the intention of the fiscal court. The fiscal court shall provide the nominee with an opportunity to make a statement to the fiscal court concerning his nomination and qualifications.

160.3 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.

160.4 In the event the fiscal court rejects the nominee, the Judge/Executive shall submit additional nominations, not to exceed three for any one

position; and if fiscal court rejects all three, the Judge/Executive shall appoint a person to serve on a temporary basis, not to exceed one year.

160.5 When fiscal court approval of an appointment is not required by state law, the Judge/Executive shall make such appointment. Within 30 days of making the appointment, the Judge/Executive shall notify the fiscal court of the appointment. Such notice may be filed with the county clerk.

200. FISCAL MANAGEMENT

210.0 Budget Preparation and Adoption.

210.1 The Judge/Executive shall obtain budget proposals prepared by each county office or agency receiving funds from fiscal court, including County Clerk, Sheriff, Jailer, Coroner, County Attorney, Soil Conservation Agency, and Cooperative Extension Agency and shall incorporate these proposals into the total county budget.

210.2 The Jail budget shall be prepared by April 15 by the Jailer, Judge/Executive and County Treasurer. The Jail Budget is to be included in the county budget and investigated by fiscal court (KRS 441.215).

210.3 The Judge/Executive shall obtain from the Sheriff an annual settlement, showing county taxes collected, not later than May 1 of the current year.

210.4 The Judge/Executive shall determine the net estimated receipts from tax levies for the next fiscal year. Such net receipts include the amount of actual taxes paid the county for the current year plus estimated growth.

210.5 The Judge/Executive shall submit the proposed budget to the fiscal court and County Attorney by May 1.

210.6 Fiscal court must meet not later than June 1 to investigate the Judge/Executive's proposed budget. (KRS 68.240(2))

210.7 After approval of the budget by fiscal court, the budget is forwarded to Judge/Executive for amendments to be made by the Judge/Executive. (KRS68.240(6))

210.8 The budget shall be submitted to State Local Finance Office not less than twenty (20) days prior to adoption for approval as to form and classification. (KRS 68.250(2))

210.9 The proposed budget shall be available to the public in the following ways;

- a) The proposed budget shall be posted in a conspicuous place in the courthouse ten (10) days prior to final adoption.

- b) A budget summary shall be published in the largest newspaper of general circulation in the county not less than seven (7) days nor more than twenty-one (21) days before final adoption.
- c) The Judge/Executive shall maintain a copy of the proposed budget in his office for public inspection.

210.10 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. (KRS 68.260(1))

210.11 A copy of the adopted budget, signed by Judge/Executive, must be submitted to the State Local Finance Officer within fifteen (15) days after adoption. (KRS 68.270)

220.0 Budget Hearing Procedures.

220.1 Prior to adoption of the budget, a public hearing shall be conducted by the fiscal court on the proposed use of Road funds and Local Government Economic Assistance (LGEA) funds.

220.2 Notice of the public hearings shall be published in the newspaper of largest general circulation not less than thirty (30) days prior to the Road fund hearing and not less than ten (10) days prior to the LGEA hearing.

220.3 Every person desiring to speak on the subject of the use of Road and LGEA funds by the county shall be given the opportunity to do so.

220.4 Minutes of the proceedings shall be taken in writing and maintained by the Judge/Executive as public records.

230.0 Fiscal Administration Procedures For The County Treasurer.

230.1 County funds shall be paid out only on order of fiscal court.

230.2 No expenditures may be made in excess of revenues or for purposes other than appropriated.

230.3 No appropriations may be made which exceed adopted budget amounts.

230.4 The Treasurer shall keep a record of each budget appropriation, all expenditures from that appropriation and each budget fund.

230.5 The Treasurer shall maintain a Cash Receipts Register containing columns for total cash received, source of revenue and miscellaneous revenue for each fund.

230.6 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 shall be entered and all amendments and transfers authorized by order of the fiscal court. All expenditures shall be charged to an Appropriation Expenditure Account.

230.7 The Treasurer shall maintain a record of all warrants paid (except payroll) in chronological order in a Warrant Distribution Register. Columns are 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.

230.8 The Treasurer shall maintain an Individual Earnings Record for each employee, including gross earnings, deductions and net pay at the time computed.

230.9 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.

230.10 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.

230.11 The Treasurer shall co-sign county checks.

240.0 Fiscal Administration Procedures For The Judge/Executive.

240.1 The Judge/Executive shall administer the county budget as provided by state law.

240.2 At the beginning of each fiscal year, the total amount of the appropriation represents the Free Balance, or unused appropriations amount for each account. 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.

240.3 When an item is ordered, the free balance is encumbered in that amount although it may be considerable time before the actual expenditure occurs.

240.4 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.

250.0 Claims Against The County.

250.1 The Judge/Executive shall account for all claims against the County.

250.2 The Judge/Executive may designate the secretary/finance officer to process all claims.

250.3 All claims for payment from the county shall be filed in writing and in a form prescribed by the Judge/Executive.

250.4 Each claim shall be recorded by date of receipt and presented to the fiscal court at its next meeting.

250.5 Each order of the 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.

250.6 The payroll for county officials and regular county employees, as well as other recurring payments such as interest and principal on bonded debt, are not required to have monthly fiscal court approval.

300. PERSONNEL ADMINISTRATION

Hart Fiscal Court adopted a detailed policy and procedure manual April 14, 1988. The manual has ten chapters which are entitled as follows: Personnel Administration, Employment, Employees, Compensation, Benefits, Travel Expense, Code of Ethics, Disciplinary Action, Resignation or Termination and Grievance Procedure.

400. PURCHASING AND SALE OF SURPLUS PROPERTY

410.0 Contracts.

410.1 Generally, all procurements in excess of two hundred dollars (\$200) will be memorialized and supported by a written contract. Where it is infeasible or impractical to prepare a contract, a written finding to this effect will be prepared and some form of documentation regarding the transaction will also be prepared.

410.2 Every contract of the county shall be authorized or approved by fiscal court before it is executed by the Judge/Executive.

410.3 Every contract of the county, except small purchases, shall be approved by the county attorney as to form and legality.

420.0 Small Purchases.

420.1 Purchases of supplies, equipment, and services which cost between \$200 and \$7,500 will require written estimates but no legal advertisement is required. The County will solicit written responses from at least three vendors, and if no such responses are available, a statement explaining the procurement will be prepared and filed.

420.2 Purchases which cost between \$50 and \$200 require three over-the-telephone quotations of rate, price, etc. A memorandum will be prepared setting forth the date the calls were made, parties contacted, and prices obtained. For purchases of less than \$50, efforts will be made to get the lowest and best price, but written records of such efforts are not necessary.

430.0 Competitive Sealed Bids.

430.1 Bidding will be employed when detailed specifications for the goods or services to be procured can be prepared and the primary basis for award is cost. When the cost of a contract, lease, or other agreement for materials, supplies, equipment, or contractual services other than those personal or professional exceeds \$7,500, an Invitation for Bids (IFB) notice will generally be prepared.

430.2 This notice will be published at least once in at least one official newspaper of general circulation within the community. This newspaper notice will appear not less than seven (7) days and not more than twenty-one (21) days before the due date for bid proposals. The County may also solicit sealed bids from responsible prospective suppliers by sending them a copy of such notice.

430.3 The IFB will include a general description of the goods or services to be procured, the bid deposit and bond performance required (if applicable), the location where bid forms and specifications may be secured, the time and place for opening bids, and whether the bid award will be made on the basis of the lowest bid price or the lowest evaluated price. If the lowest evaluated price is used, the measurable criteria to be utilized must be stated in the IFB.

430.4 Sealed bids will be opened in public at the time and place stated in the IFBs. The bids will be tabulated by the County Treasurer at the time of bid opening. The results of the tabulation and the bid documents will be examined for accuracy and completeness by the review committee which will make recommendations to the Fiscal Court. In addition, the committee determines that all firms are responsive and responsible. The County will make the decision as to whom the contract shall be awarded. After the bid award is made by the County, a contract will be prepared for execution by the successful bidder. After the contract is signed, all bid deposits will be returned to all unsuccessful bidders.

430.5 The County may cancel an Invitation for Bid or reject all bids if it is determined in writing that such is in the best interests of the County. The County may allow a vendor to withdraw a bid if requested at any time prior to the bid opening.

430.6 Bids received after the time set for bid opening shall be returned to the vendor unopened.

440.0 Competitive Negotiation.

440.1 The County will utilize competitive negotiations, regardless of contract amount, upon written determination that:

- a) Specifications cannot be made specific enough to permit the award of a bid on the basis of either the lowest bid price or the lowest evaluated bid price (in other words, bidding is not feasible).
- b) The services to be procured are professional or personal in nature.

440.2 Proposals will be solicited through newspaper advertisements.

440.3 Award must be made to the offerer whose proposal is determined in writing by a review committee to be the most advantageous to the County.

440.4 If it is determined that no acceptable proposal has been submitted, all proposals may be rejected. New proposals may be solicited on the same or revised terms or the procurement may be abandoned.

450.0 Non-Competitive Negotiations.

450.1 Non-competitive negotiations may be used for procurements in excess of \$7,500 when bidding or competitive negotiations are not feasible. The County may purchase goods and services through non-competitive negotiations when it is determined in writing by the County that competitive negotiation or bidding is not feasible and that:

- a) An emergency exists which will cause public harm as a result of the delay caused by following competitive purchasing procedures, or
- b) The product or service can be obtained only from one source, or
- c) The contract is for the purchase of perishable items purchased on a weekly or more frequent basis.

450.2 Procurement by non-competitive negotiation requires the strictest attention to the observation of impartiality toward all suppliers.

460.0 Documentation.

460.1 All source documents supporting any given transaction will be retained and filed in an appropriate manner. Where feasible, source documents

pertinent to each individual procurement shall be separately filed and maintained. Where it is infeasible to maintain individual procurement files, source documents will be filed and maintained in a reasonable manner.

470.0 Code Of Conduct.

470.1 No elected official, employee, or designated agent of the County will take part or have an interest in the award of any procurement transaction if a conflict of interest, real or apparent, exists.

A conflict of interest occurs when the official, employee, or designated agent of the Hart County Fiscal Court, partners of such individuals, immediate family member, or an organization which employs or intends to employ any of the above has a financial or other interest in any of the competing firms.

470.2 No elected official, employee, or designated agent of the County shall solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, subcontractors, or potential subcontractors.

470.3 Any elected official, employee, or designated agent of the County who knowingly and deliberately violates the provisions of this Code will be open to civil suit by the citizens of the County without the legal protection of the County. Furthermore, such a violation of these procurement standards is grounds for dismissal by the County.

Any contractor or potential contractor who knowingly and deliberately violates the provisions of these procurement standards will be barred from future transactions with the County.

480.0 Procedures For Disposition Of Surplus Property.

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

480.2 The statement shall include the proposed disposition of the property and the reasons such disposition is in the public interest.

480.3 The statement shall include the present use of the property and evidence of consultation with the person having custody or control.

480.4 The statement shall also include the method of disposition, whether it is to be transferred to another governmental agency or to a private concern; compensation, if any, to be received; and whether it is to be sold at public auction, by sealed bids or through negotiations.

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

490.0 Accountability For County Property.

490.1 A list of equipment, land, buildings, tools and other property owned by the county which is not consumable, has a life expectancy of at least one year, and an original value greater than \$100 shall be maintained by the finance officer.

490.2 The list shall identify which agency or department of county government has custody of the property.

490.3 The finance officer shall affix a label or otherwise mark the property as belonging to the county and assign and affix a number to the property.

490.4 As additional property is acquired by the county, it shall be physically marked and identified and added to the list.

490.5 Each agency possessing such property shall notify the finance officer when such property is sold, destroyed, stolen, transferred to another agency, or otherwise removed from its possession.

490.6 In August of each year the finance officer shall transmit to each agency a list of all such property assigned to that agency. Within thirty days each agency shall locate and verify that they do indeed possess the property or account for its absence.

500. COUNTY ROAD DEPARTMENT

510.0 Establishment of Department.

510.1 There is hereby created and established a county road department consisting of a county road supervisor and such other employees of said department as may from time to time be provided for by the Judge/Executive and fiscal court.

510.2 The county road supervisor shall be appointed by the Judge/Executive with the approval of fiscal court as provided in KRS 179.020 and shall serve for a period of (2 or 4) years unless removed in accordance with KRS 179.060.

510.3 The fiscal court shall set the number and compensation of all employees of the road department.

510.4 All appointments to the road department, and removals therefrom, shall be made by the Judge/Executive with the approval of the fiscal court in accordance with the provisions of state law and the county personnel policy.

510.5 The road supervisor shall possess such qualifications as set forth in KRS 179.020. In addition, he shall be a resident of the county.

510.6 If no qualified applicant is found to serve as road supervisor, the Judge/Executive may appoint a temporary supervisor for a period not to exceed three months in accordance with provisions of KRS 179.020.

520.0 Duties of Road Supervisor.

520.1 The county road supervisor shall be the head of the road department subject to the order and direction of the Judge/Executive.

520.2 The road supervisor shall keep such records and make such reports concerning the activities of his department as may be required by KRS Chapter 179, this Code or by the Judge/Executive.

520.3 The road supervisor shall perform the following duties:

- a) keep records and deliver to successor (179.040);

- b) be in charge of county roads and bridges in his county to be maintained or improved as required by law (179.070);
- c) supervise construction and maintenance of roads and bridges (170.070);
- d) advise and direct employees on road work (179.070);
- e) establish grades - plan means of drainage, repair, and improvement (179.070);
- f) with fiscal court, plan construction and maintenance of county roads and bridges (179.070);
- g) inspect and supervise constructions and improvements of county roads and bridges (179.070);
- h) remove obstacles from roads (179.070);
- i) make recommendations on speed limits and parking regulations (179.070);
- j) approve drainage plans for site development in county (179.070);
- k) care for road machinery purchased by court (179.170) - lease or hire machinery (with fiscal court approval) (179.180);
- l) acquire gravel, stone, etc. for use on county roads (with fiscal court approval) (179.190);
- m) inspect roads and bridges (179.200) - remove stones and weeds - record description of records - open and construct all new county roads - remove obstructions;
- n) notify persons responsible for removing obstacles - assess for cost of performing work if performed by county (179.270, 179.280);
- o) prevent flooding of roads (179.300);
- p) measure public roads within the county (179.350);

520.4 The road supervisor shall be responsible for the performance of the road department, of its functions, and all persons who are employees of the road department shall be subject to the supervision and direction of the road supervisor.

530.0 County Road Inventory.

530.1 The county road supervisor shall prepare and maintain a current inventory of the county road system.

530.2 The court road inventory

530.2 The county road inventory shall include the following information for each county road:

- a. The road number and name;
- b. Road length;
- c. The type of surface, its condition and width;
- d. Width of the right-of-way; and
- e. The number of bridges on the road, their posted limit and condition.

540.0 Road Department Property.

540.1 Equipment and materials for the Road Department shall be acquired in accordance with the provisions of this Code.

540.2 Employees of the department shall be responsible for the good care of departmental equipment and property, whether fixed or movable, assigned to their use and keeping and shall promptly report to their supervisor the loss or damage to or unservicable condition of such property.

540.3 Any employee found guilty of damages to or destruction of departmental property or equipment, either through willfulness or negligence, shall be required to pay all costs of repairs or replacements thereto.

550.0 Specifications For County Roads.

550.1 Roads may be accepted into the county road system by the fiscal court in accordance with KRS 179.470 and KOC 620.4 and the minimum specifications set forth in this code.

550.2 Prior to fiscal court consideration of a road for acceptance into the county road system, the county road supervisor shall certify that the following minimum specifications have been met or exceeded:

- a) Surveyed-center line and legal description of proposed road prepared by a licensed Kentucky registered land surveyor.
- b) A copy of all property owner's deeds and a certification of title certifying good, marketable and fee simple title in the property owners proposing to deed the road right of way to the county.

- c) Certification by the property owners that fences, buildings, gates and cattle gates have been removed from the proposed county road and right of way.
- d) Road right of way must have a minimum of forty (40) feet with a minimum of eighteen (18) foot gravel surface with four (4) inches of compressed gravel and properly ditched and tiled.
- e) Property owners shall provide necessary entrance tile to houses and drives which shall be installed by the county right-of-way crew after acceptance of the road.
- f) Road banks shall be stabilized and in grass or other suitable cover.
- g) Road surface shall be smooth and properly graded and crowned.

550.3 In addition to other requirements and specifications, a road may be considered for acceptance into the county road system only if 3 of the following 5 conditions are met. The road:

- a. Has at least 3 occupied houses per mile.
- b. Is a mail route.
- c. Is a milk route.
- d. Is a school bus route.
- e. Serves as a farm to market road for cash crops.

600. FISCAL COURT PROCEDURES

610.0 Meetings Of The Fiscal Court.

610.1 Regular meetings of the Hart County Fiscal Court shall be held in the Fiscal Courtroom of the Hart County Courthouse on the first and third Thursdays of each month at 2:00 p.m.

610.2 However, if a regular meeting day falls on a legal holiday, the meeting shall take place at a time designated by the fiscal court.

610.3 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.

610.4 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.

610.5 Whenever a special meeting is necessary and the Judge/Executive is unable, or refuses to act, a majority of the fiscal court may call it, if, in their opinion, the need exists.

610.6 A special meeting may be called by the Judge/Executive or a majority of the members of the fiscal court upon written or verbal notice to each member and to each local newspaper, of general circulation, and each radio station which has on file with the fiscal court a written request to be notified of special meetings.

610.7 Notice of the special meeting must be delivered at least 24 hours prior to the time of the meeting as specified in the notification.

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

610.9 It shall be the responsibility of the Judge/Executive to prepare and distribute the proper notices.

610.10 Providing notice.

620.0 Presiding Officer.

620.1 The Judge/Executive shall be the presiding officer of the fiscal court at all regular and special meetings.

620.2 If the Judge/Executive is not present or able to preside, a majority of the magistrates shall elect one of their number to preside.

630.0 Quorum.

630.1 Not less than a majority of the members of the fiscal court shall constitute a quorum for the transaction of business.

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

640.0 Disturbing Meetings.

640.1 It shall be unlawful to disturb any meeting of the fiscal court or to behave in a disorderly manner at such meeting.

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 Judge/Executive;
- b. Citizens' Requests;
- c. Reading of minutes of previous meeting;
- d. Reports of Treasurer, Road Supervisor and other committees;
- e. Payment of Claims;
- f. Old Business;
- g. New Business;
- h. Other Business;
- i. Adjournment.

650.2 The fiscal court

650.2 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.

650.3 The Judge/Executive shall prepare an agenda for each fiscal court meeting and deliver it to all participants and news media at least forty-eight hours in advance of any meeting.

650.4

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.

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 statute, may be suspended at any time by consent of a majority of the members present at the meeting.

680.0 County Ordinances.

680.1 A county ordinance is an official act of the fiscal court of a general and lasting nature which is enforceable within the jurisdiction of the county or a lawful appropriation of money.

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

680.3 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 Hart, Commonwealth of Kentucky:"

680.4 County ordinances shall be amended by ordinance and only by setting out in full each amended section;

680.5 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.

680.6 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 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 the time, date and place of the next meeting is announced.

680.7 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.

680.8 County ordinances other than the budget ordinance shall be indexed in a composite index of all current county ordinances and placed in a 3-ring binder according to Kentucky Ordinance Code Topical Numbering System. Each ordinance shall be listed in the index by date and title no later than 30 days after passage and any required approval.

690.0 Court Orders And Resolutions.

690.1 A court order is an official act of the fiscal court of a more transient nature than that of an ordinance. Court orders may be passed by a majority vote of the members of the fiscal court present, provided there is a quorum present. (KRS 67.078(1)). Court orders shall be used to direct the Judge/Executive or a county employee to perform the acts desired by the fiscal court.

690.2 Court resolutions express the position or sentiment of the court about a particular subject and may be transmitted to some individual or body to convey that position or sentiment. A resolution may be adopted by a majority vote of the members of the fiscal court present provided there is a quorum present.