

ORDINANCE NUMBER 2 - 2021

COUNTY OF FRANKLIN, KENTUCKY

AN ORDINANCE AMENDING THE FINANCIAL ADMINISTRATION SECTION OF CHAPTER 30: ADMINISTRATIVE CODE OF THE FRANKLIN COUNTY CODE OF ORDINANCES TO REMOVE AND ADD LANGUAGE UNDER SUBSECTIONS §30.020, §30.021, §30.022, §30.023, AND §30.024, (A), (B), (C), (D), (E), (F), AND (G).

WHEREAS, The Franklin County Fiscal Court adopted the General Administration Section of Chapter 30: Administrative Code by Ordinance No. 1-2021 on the 19th day of February, 2021, to establish procedures and processes relating to the Constitutional office of the Franklin County Judge Executive; and

WHEREAS, the Judge Executive has established an Administrative Service Committee consisting of two Magistrates and the Judge Executive to consider amendments to the Administrative Code; and

WHEREAS, The Administrative Service Committee has met and considered changes relating to the General Administrative Section of Chapter 30: Administrative Code of the Franklin County Code Ordinances relating to the office of Judge Executive; and

WHEREAS, the Administrative Service Committee desires consideration by the Fiscal Court the General Administrative Section of Chapter 30: Administrative Code of the Franklin County Code Ordinances relating to the office of Judge Executive

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

SECTION I. The Code of Ordinances, Administrative Code, Chapter 30, §30.001 (A), (B), (C) AND (D) **§30.001 (A), and (B) is hereby amended to read as follows:**

§ 30.020 BUDGET PREPARATION PROCEDURES.

(A) County Judge/Executive responsibilities. CJE responsibilities

(1) The County Judge/Executive shall prepare a proposed budget for review and adoption by the Fiscal Court as provided in KRS 68.240, as well as any rules and regulations prescribed by the state's Local Finance Officer. The CJE shall prepare a proposed County budget for review and adoption by the FCFC as provided in KRS 68.240, as well as any rules and regulations prescribed by the state's Local Finance Officer.

(2) On or before April 1 of each year, every county agency, department, public authority and county office that receives county funds shall submit to the ~~County Judge/Executive~~ **CJE** a written budget request showing of the amount of funds requested and a brief explanation of need.

(3) On or before April 1 of each year, the ~~County Judge/Executive~~ **CJE**, County Treasurer and Jailer shall prepare and submit a jail budget to the ~~Fiscal Court~~ **FCFC**, as required by KRS 441.215.

(4) The ~~County Judge/Executive~~ **CJE** shall submit the complete proposed ~~County~~ budget in ordinance form for a first reading before the ~~Fiscal Court~~ **FCFC** no later than May 1 of each year.

(5) ~~The County Judge/Executive shall cause a copy of the proposed budget to be posted in a conspicuous place in the Fiscal Court Building and the County Courthouse near the front door ten days before final adoption and shall contemporaneously publish the proposed budget on the county website.~~ Pursuant to KRS 68.260, the **CJE** shall cause a copy of the proposed ~~County~~ budget to be posted in a conspicuous place in the Fiscal Court Building and the County Courthouse near the front door ten (10) days before final adoption and shall contemporaneously publish the proposed budget on the ~~County~~ website.

(6) The ~~County Judge/Executive~~ **CJE** shall advertise the notice of adoption of the budget ordinance in the local newspaper of general circulation in the county and on the county website at least seven (7), but not more than twenty-one (21) days before final adoption by the ~~Fiscal Court~~ **FCFC**.

(7) The ~~County Judge/Executive~~ **CJE** shall publish a summary of the budget ordinance in a newspaper of general circulation in the county and on the county website at least ten (10) days before final adoption by the ~~Fiscal Court~~ **FCFC**. Note: this and the proceeding notice may be advertised together, so long as the time requirements are correct.

(8) The County Judge/Executive shall certify to the state's Local Finance Officer a copy of the original budget ordinance as approved by his or her office within fifteen (15) days of adoption, indicating clearly all changes made by ~~Fiscal Court~~ **FCFC**.

(9) Following action by ~~Fiscal Court~~ **FCFC**, but not later than June 10, the ~~County Judge/Executive~~ **CJE** shall submit two copies of the budget to the state's Local Finance Officer for approval as to form and classification.

(10) Within thirty (30) days of adoption of the budget ordinance by the ~~Fiscal Court~~ **FCFC**, the ~~County Judge/Executive~~ **CJE** shall cause a summary of the budget ordinance to be published in a newspaper of general circulation in the county and on the county website.

(11) The ~~County Judge/Executive~~ **CJE** shall maintain a copy of the budget as adopted, together with any amendments adopted thereafter ~~together~~, for public inspection and shall publish same on the county website.

(B) Fiscal Court responsibilities.

(1) Not later than June 1 of each year, the ~~Fiscal Court~~ **FCFC** shall review in detail the proposed budget, including the jail budget that the ~~County Judge/Executive~~ **CJE** has prepared and submitted.

(2) The ~~Fiscal Court~~ **FCFC** shall make comments, amendments and tentatively approve the proposed budget by reading it publicly. This shall take place prior to the ~~County Judge/Executive~~ CJE submitting the budget to the state's Local Finance Officer.

(3) The budget shall be reviewed and approved by the state's Local Finance Officer and then submitted to the ~~Fiscal Court~~ **FCFC** for adoption not later than June 30.

SECTION II. The Code of Ordinances, Administrative Code, Chapter 30, ~~§30.021 (A), (B), (C) AND (D)~~ **§30.021 (A) and (B) is hereby amended to read as follows:**

§ 30.021 BUDGET HEARING PROCEDURES AND REQUIREMENTS.

(A) During the county budget preparation process, the ~~Fiscal Court~~ FCFC shall conduct a public hearing on the County Road Aid (CRA) Fund. The procedure shall be as follows:

(1) Publish notice of the proposed use hearing on the CRA Fund at least seven **(7)** days, but no more than 21 days, in advance of the scheduled hearing; and

(2) Copies of the published notice and written minutes of the hearing shall be maintained by the ~~County Judge/Executive~~ **CJE** as public record.

(B) Prior to adoption of the county budget and submittal to the state's Local Finance Officer, a budget hearing shall be conducted by the ~~Fiscal Court~~ **FCFC** on the Local Government Economic Assistance (LGEA) Fund. The hearing process required for the adoption of these two funds may be coordinated in such a manner that both requirements (CRA and LGEA) are addressed at the same hearing. The proceedings for LGEA hearing shall be as follows.

(1) Notice of the budget hearing shall be published at least seven days, but no more than 21 days, prior to the scheduled hearing.

(2) Copies of the published notice and written minutes of the hearing shall be maintained by the County Judge/Executive **CJE**.

SECTION III. The Code of Ordinances, Administrative Code, Chapter 30, §30.022 (A), and (B), **§30.022 (A), (B), and (C) is hereby amended to read as follows:**

§ 30.022 PROCEDURES AND DUTIES OF THE COUNTY TREASURER.

(A) The County Treasurer shall keep records and make reports as set forth in KRS Ch. 68.

(B) Also, the County Treasurer shall maintain the following records as required by the Uniform System of Accounts for counties. The requirements are subject to change:

(1) Cash Receipts Journal and Cash Receipts Ledger;

(2) Check Distribution Ledger;

(3) Appropriation Ledger;

(4) General Ledger;

(5) Investment Journal;

(6) Subsidiary Ledgers and Journals;

(7) Account of each individually;

(a) General Fund;

(b) Road and Bridge Fund;

(c) Jail Fund;

(d) LGEA Fund; and

(e) Special accounts as may be necessary.

(8) Prepare financial reports for the ~~Fiscal Court~~ **FCFC** and jailer each month pursuant to KRS 68.360 and 441.235.

(9) Prepare a quarterly financial statement for the state's Local Finance Officer.

- (10) Prepare and publish an annual financial statement pursuant to KRS 424.220.
- (11) Countersign checks per the following conditions:
 - (a) Claim has been reviewed by the ~~Fiscal Court~~ **FCFC**.
 - (b) There is a sufficient fund balance and cash in the bank to cover the check; and
 - (c) There is adequate free balance in a properly budgeted appropriation account to cover the check.
- (12) The County Treasurer is the sole officer bonded to receive and disburse county funds.
(C) Upon completion of 40 approved hours FCFC will approve a training certification payment to the County Treasurer in an amount equal to the budgeted amount set by FCFC. Documentation should be provided and approved by FCFC prior to payout.

SECTION IV. The Code of Ordinances, Administrative Code, Chapter 30, ~~§30.023 (A), (B), and (C),~~ **§30.023 (A), (B), (C), and (D)** is hereby amended to read as follows:

§ 30.023 PROCEDURES FOR FISCAL ADMINISTRATION.

- (A) The ~~County Judge/Executive~~ **CJE** is responsible for administering the provisions of the County Budget Ordinance when adopted by the ~~Fiscal Court~~ **FCFC**. All or part of the financial management duties may be assigned to a Finance Officer, whose job description shall include, but not be limited to:
 - (1) Receipt of all claims against the county;
 - (2) Prepare and submit a master claims list to the Fiscal Court for review;
 - (3) Prepare checks on claims reviewed by the Fiscal Court;
 - (4) Co-sign all checks with County Treasurer;
 - (5) Maintain an appropriations ledger;
 - (6) Prepare a quarterly financial statement, which shall be transmitted to the Fiscal Court and State Local Finance Officer, as well as posted in a conspicuous place near the front door of the Courthouse and Fiscal Court building.

- (7) Present the quarterly financial statement at the next Fiscal Court meeting.
- (8) Reconcile the appropriation ledger with the Treasurer's appropriation ledger at least once a month.
- (9) Issue purchase orders and maintain a purchase order ledger; and
- (10) Maintain time and attendance records, including vacation, sick leave and the like.

(B) The County Judge/Executive CJE shall pay all financial claims against the county after approval by the Fiscal Court ~~FCFC~~. However, some claims as outlined in § 30.024 of this chapter may be paid prior to ~~Fiscal Court~~ ~~FCFC~~ approval. All such claims shall be within the line-item amounts of the county budget.

(C) The County Judge/Executive CJE shall be responsible for preparing and signing all warrants directing the County Treasurer to make payment authorized by ~~Fiscal Court~~ ~~FCFC~~ and maintaining a record of such warrants.

(D) At the close of each fiscal year, the County Judge/Executive ~~CJE~~ shall prepare records necessitated by the annual county audit. The annual audit shall be conducted either by the State Auditor of Public Accounts or a certified public accountant.

SECTION V. The Code of Ordinances, Administrative Code, Chapter 30, ~~§30.024 (A), (B), (C), (D), (E), (F), and (G)~~ ~~§30.024 (A), (B), (C), (D), and (E)~~ is hereby amended to read as follows:

§ 30.024 CLAIMS AGAINST THE COUNTY.

- (A) The County Judge/Executive CJE shall account for all claims against the county.
- (B) Anyone with a claim for payment from county funds shall file it in writing in the office of the County Judge/Executive ~~CJE~~.
- (C) Each claim shall be recorded by date of receipt and presented to the ~~Fiscal Court~~ ~~FCFC~~ at its next regular meeting.
- (D) Each 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.
- (E) All claims shall be presented to the ~~Fiscal Court~~ ~~FCFC~~ for review prior to payment and the ~~Court~~ ~~FCFC~~, for good cause shown, may order that a claim not be paid.
- (F) The ~~Fiscal Court~~ ~~FCFC~~ may adopt a standing order to pre-approve the payment of payroll for county officials and employees, utility bills and recurring expenses, such as

interest and principal on bonded debt, to be submitted to the state's Local Finance Officer by July 1 of each fiscal year with the county budget.

(G) Pre-approved expenses will be provided to the Fiscal Court FCFC for information.

SECTION VI. The Code of Ordinances, Administrative Code, §30.025 is hereby amended to read as follows:

§ 30.025 COMMERCIAL DRIVERS LICENSE TRAINING EXPENSES AND CONDITIONS OF EMPLOYMENT AGREEMENT

SECTION VII. CODIFICATION. The provisions of Section I of this Ordinance shall be published as appropriate in the Franklin County Code of Ordinances as soon as practicable.

SECTION VIII. SEVERABILITY CLAUSE. If any section, part of provision of this Ordinance is declared unconstitutional or invalid by a court of competent jurisdiction, then it is expressly provided and it is the intention of the Franklin County Fiscal Court in passing this Ordinance that its parts shall be severable and all other parts of this Ordinance shall not be affected thereby and they shall remain in full force and effect.

SECTION IX. PUBLICATION AND EFFECTIVE DATE. This Ordinance shall take effect immediately upon its passage and publication according to law.

INTRODUCED AND GIVEN FIRST READING IN SUMMARY at a duly convened meeting of the Fiscal Court of Franklin County, Kentucky, held on the 18th day of December, 2025.

GIVEN SECOND READING AND APPROVED at a duly convened meeting of the Fiscal Court of Franklin County, Kentucky, held on the 7 day of January, 2020 and of record in Fiscal Court Order Book 310, Page 527.



Michael Mueller
Franklin County Judge/Executive

ATTESTED TO:



Kim Cox
Fiscal Court Clerk

SUMMARY

This ordinance approves an amendment to Chapter 30, §30.020, §30.021, §30.022, §30.23,

§30.024, and §30.025 (A), (B), (C), (D), (E), and (F) of the Administrative Code relating to Financial Administration.