

**MARSHALL COUNTY ORDINANCE
No. 2017-05**

Ordinance Establishing An Administrative Code for the Marshall County Fiscal Court

Be it ordained that the Marshall County Fiscal Court:

SECTION 1:

The General Assembly of the Commonwealth of Kentucky enacted KRS 68.005 in 1978 for the purpose of promoting efficient administration of County government. KRS 68.005 requires the Fiscal Court to adopt a County Administrative Code which includes, but is not limited to, procedures and designation of responsibility for the following:

- (1) General administration of the office of County Judge/Executive (hereinafter 'County Judge'), County administrative agencies and public authorities;
- (2) Administration of County fiscal affairs, including budget formulation; receipt and disbursement of County funds, preparation of records required for the County audit, and for filing of claims against the County;
- (3) Personnel administration, including description and classification of non-elected positions, selection, assignment, supervision and discipline of employees, employee complaints and the County affirmative action program;
- (4) County purchasing and award of contracts;
- (5) Delivery of County services.

The County Judge, as the Chief Executive Officer of the County, is responsible for the organization and management of the administrative functions of County government. The Fiscal Court sets the County's policies and priorities. The County Judge must execute these policies and priorities. The state law provides only general guidance as to the form and substance of a County's internal administrative organization. For this reason, the Marshall County Fiscal Court enacts the following County Administrative Code.

Marshall County Fiscal Court does hereby establish a County Administrative Code; dividing the administrative service of Marshall County into departments under the County Judge; prescribing administrative policy and procedure; prescribing the function and duties of administrative units and officials of the government; prescribing the administration of fiscal affairs and procurement procedures; and prescribing for the delivery of County services.

SECTION 2:

All Constitutional Officers may create an Administrative Code specifically for their office. This Code must be submitted to the Office of the Judge/Executive every June and reviewed on an

annual basis. Any changes to this Code must also be submitted to the Office of the Judge/Executive at the time the change was made. All employees of the office must also be notified of the change and written proof of receipt must be maintained in the employee's personnel file.

If a Constitutional Officer decides not to adopt a specific Code for their office, that office shall adopt this Code and follow the policies and procedures herein.

SECTION 3:

The provisions of this ordinance are severable and if any provision or part thereof shall be held invalid or unconstitutional or inapplicable to any person or circumstance, such in validity, unconstitutionality or inapplicability shall not effect or impair the remaining provision of this ordinance.

The foregoing Ordinance was first read on this 20th day of June 2017.

Kevin Neal
Marshall County Judge/Executive

Attest:

Desiree Hermosillo
Fiscal Court Clerk

Upon motion of Squire _____, seconded by Squire _____ and past, approved on second reading, this 20th day of June 2017 and order published.

Kevin Neal
Marshall County Judge/Executive