

CITY OF GEORGETOWN  
ORDINANCE NO. 19- 002

**AN ORDINANCE CREATING THE POSITION OF CHIEF ADMINISTRATIVE OFFICER AND AMENDING SECTION 2-111 OF THE CODE OF ORDINANCES TO ADD THE POSITION OF CHIEF ADMINISTRATIVE OFFICER IN GENERAL GOVERNMENT AND TO ADD ONE POSITION OF POLICE OFFICER.**

**SUMMARY**

1. Amends section 2-111(c) of the Code of Ordinances, which sets forth the classifications, associated pay grades and authorized positions for each department, to add the position of Chief Administrative Officer, Grade 12 within the General Administration department and to add one (1) position of Police Officer II to the Police Department. Establishes new pay ranges for Grades 4 through 11 and adds a pay range for Grade 12.
2. Creates the position of Chief Administrative Officer and defines the duties and minimum qualifications of the office.
3. Provides for repeal of inconsistent ordinances, severability of provisions and an effective date upon passage and publication.

The full text of Ordinance 19-002 is available for examination in the City Clerk's Office, 100 North Court Street, Georgetown, Kentucky 40324 or at [www.georgetownky.gov](http://www.georgetownky.gov).

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INTRODUCED AND PUBLICLY READ FIRST TIME: January 28, 2019

PUBLICLY READ SECOND TIME AND PASSED: February 11, 2019

APPROVED:

  
Tom Prather, Mayor

ATTEST:

  
Tracie Hoffman, City Clerk

I, Andrew S. Hartley, hereby certify I am an Attorney licensed to practice law in the Commonwealth of Kentucky. My office is located at 100 North Court Street, Georgetown, Kentucky 40324. I further certify the foregoing Summary of Ordinance 19-002, of the City of Georgetown, Kentucky was prepared in accordance with the requirements of KRS 83A.060(9), and is a true and accurate summary of the contents of said Ordinance.

  
Andrew S. Hartley

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CHIEF ADMINISTRATIVE OFFICER IN GENERAL GOVERNMENT AND TO ADD ONE  
POSITION OF POLICE OFFICER.**

SPONSORS: Connie Tackett & David Lusby

NOW, THEREFORE, be it ordained by the City of Georgetown, Kentucky:

**SECTION ONE**

Section 2-111(c) of the Code of Ordinances is hereby amended to read as follows:

**GENERAL GOVERNMENT**

Mayor (This is statutory and not being created by this ordinance)	1
City Clerk (This is statutory and not being created by this ordinance)	1

Administrative Assistant	Grade 7	1
<b>Chief Administrative Officer</b>	<b>Grade 12</b>	<b>1</b>
City Attorney	Grade 11	1
Human Resources Director	Grade 11	1
Human Resources Specialist	Grade 8	1
Deputy Clerk	Grade 6	1
City Engineer	Grade 11	1
Engineering Technician	Grade 9	1
Finance Director	Grade 11	1
Finance Specialist	Grade 7	1
Finance/Legal Specialist	Grade 7	1
Computer Specialist	Grade 9	1

**BUILDING INSPECTION**

Director of Building Inspection	Grade 10	1
Senior Building Inspector	Grade 9	1
Senior HVAC Inspector	Grade 9	1
Building Inspector	Grade 8	1
Permit Technician	Grade 6	1

**POLICE**

Police Chief	Grade 11	1
Assistant Police Chief	Grade 10	1
Captain	Grade 9	1
Lieutenant	Grade 8	5
Sergeant	Grade 7	8
Police Officer II	Grade 6	<del>(41)</del> <u>42</u>
PPT Police Officer II / School Resource Officer		5
Administrative Secretary	Grade 6	1
Secretary	Grade 5	1
Receptionist	Grade 4	1
PTS Safety Officer		1
PTS Crossing Guard		8
Victim's Advocate	Grade 6	1
PPT Victim's Advocate		1

### **FIRE**

Fire Chief	Grade 11	1
Assistant Fire Chief	Grade 10	1
Battalion Chief	Grade 9	3
Fire Marshal	Grade 9	1
Fire Inspector	Grade 8	1
Captain	Grade 8	12
Firefighter/EMT	Grade 6	36
Administrative Assistant	Grade 5	1
Code Enforcement Officer	Grade 8	2
PPT Administrative Assistant to Code Enforcement		1

### **DISPATCH**

TAC Officer	Grade 6	1
Shift Supervisor	Grade 6	3
Dispatcher	Grade 5	16

### **PUBLIC WORKS**

Director of Public Works/Sanitation	Grade 11	1
Supervisor of Public Works/Sanitation	Grade 9	1
Crew Leader	Grade 8	2
Secretary	Grade 5	1
Maintenance/Driver	Grade 5	5

Equipment Operator	Grade 5	3
Maintenance Worker	Grade 4	4

**SANITATION**

Crew Leader	Grade 8	1
Sanitation Worker	Grade 4	6
Sanitation Driver	Grade 5	8
Diesel Mechanic	Grade 8	1
Mechanic	Grade 6	1

**RECYCLING**

Recycling Supervisor	Grade 8	1
Recycling Worker	Grade 5	1
PPT Recycling Worker		1

**CEMETERY**

Sexton	Grade 8	1
Equipment Operator	Grade 5	1
PPT Maintenance		1

**REVENUE**

Revenue Commission Director	Grade 11	1
Occupational Tax Compliance Analyst	Grade 6	3
Occupational License Officer	Grade 5	1

TOTAL CITY OF GEORGETOWN POSITIONS {218}-220

**SECTION TWO**

Article IV of the Code of Ordinances, Section 2-111, entitled "Personnel and Pay Classification Plan," is hereby amended as follows:

**Sec. 2-111. Personnel and pay classification plan.**

- (a) The purpose of this section is to comply with the requirements of KRS 83A.070(4), providing that each city shall fix the compensation of city employees in accordance with a personnel and pay classification plan which plan shall be adopted by ordinance.
- (b) There is hereby adopted by reference, "personnel policies and procedures," such document being on file in the clerk-treasurer's

office, made a part hereof, incorporated herein by reference, and marked "Exhibit A" for purposes of identification.

- (c) Those positions of employment as are set forth in "Exhibit B" on file in the clerk-treasurer's office, made a part hereof, and incorporated herein by reference, are hereby established as authorized positions of employment, and the system of classification as set forth in the document is hereby adopted.

**City of Georgetown  
Schedule of Compensation**

**Pay Grade Ranges**

Min	Max
<b>Grade 4</b>	
{ <del>\$22,556</del> } <b><u>\$22,600</u></b>	{ <del>\$47,386</del> } <b><u>\$47,400</u></b>
<b>Grade 5</b>	
{ <del>\$25,646</del> } <b><u>\$25,700</u></b>	{ <del>\$51,251</del> } <b><u>\$51,300</u></b>
<b>Grade 6</b>	
{ <del>\$29,353</del> } <b><u>\$29,400</u></b>	{ <del>\$54,959</del> } <b><u>\$55,000</u></b>
<b>Grade 7</b>	
{ <del>\$33,267</del> } <b><u>\$33,300</u></b>	{ <del>\$59,903</del> } <b><u>\$60,000</u></b>
<b>Grade 8</b>	
{ <del>\$35,533</del> } <b><u>\$35,600</u></b>	{ <del>\$65,139</del> } <b><u>\$65,200</u></b>
<b>Grade 9</b>	
{ <del>\$38,006</del> } <b><u>\$38,100</u></b>	{ <del>\$67,611</del> } <b><u>\$67,700</u></b>
<b>Grade 10</b>	
{ <del>\$48,372</del> } <b><u>\$48,400</u></b>	{ <del>\$77,911</del> } <b><u>\$78,000</u></b>
<b>Grade 11</b>	
{ <del>\$59,054</del> } <b><u>\$59,100</u></b>	{ <del>\$103,809</del> } <b><u>\$103,900</u></b>
<b>Grade 12</b>	
<b><u>\$100,000</u></b>	<b><u>\$150,000</u></b>

### SECTION THREE

A new Section of Georgetown Code of Ordinances Chapter 2 Article III is created to read as follows:

#### Chief Administrative Officer

- (a) The appointed office of Chief Administrative Officer is hereby created, pursuant to KRS 83A.090. The holder of this position shall exercise those duties set forth in KRS 83A.090 and any additional duties assigned to him or her by the Mayor.
- (b) The Chief Administrative Officer shall be appointed by the Mayor with the approval of City Council. The Officer shall not enter upon the duties of the office until he has been administered the oath of office. The Officer shall serve at the pleasure of the Mayor.
- (c) The minimum requirements for the position of Chief Administrative Officer shall be a Bachelor's Degree with a major in public administration, business administration, or a related field or a Juris Doctor (Master's Degree or Juris Doctor preferred), and must have considerable, progressively responsible experience in municipal affairs.

### SECTION FOUR

Any and all existing ordinances inconsistent with this ordinance are repealed.

### SECTION FIVE

If any section, subsection, sentence, clause, or phrase of this ordinance is held unconstitutional or otherwise invalid, such infirmities shall not affect the validity of the remaining portions of this ordinance.

### SECTION SIX

This ordinance shall take effect after its passage and publication according to law.

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PUBLICLY INTRODUCED AND READ FIRST TIME: January 14, 2019

PUBLICLY READ SECOND TIME AND PASSED: February 11, 2019

APPROVED:

  
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Tom Prather, Mayor

ATTEST:

  
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Trace Hoffman, City Clerk