

## CITY LEGAL DEADLINES

<b>January</b>	<p><b>1st</b> - Newly elected official's term begins. (83A.040)</p> <ul style="list-style-type: none"> <li>First Friday following the first Monday is the last day to file nomination papers to run for local office in a partisan or nonpartisan primary. (KRS 83A.045)</li> </ul> <p><b>31st</b> - City clerk is required to mail or submit electronically a list containing current city information to the Department for Local Government. (KRS 83A.085)</p>
<b>March</b>	<p><b>1st</b> - City audits must be completed.</p> <p><b>23rd</b> - Ordinance changing the insurance premium tax must be filed with the Department of Insurance to be effective on July 1 of the same year. (KRS 91A.080)</p>
<b>April</b>	<p><b>1st</b> - Last day to electronically forward a completed audit for the previous fiscal year to the Department for Local Government OR submit a request for an extension. (KRS 91A.040)</p>
<b>May</b>	<p><b>1st</b> - Last day to electronically submit the uniform financial information report to the Department for Local Government. (KRS 65.905)</p> <ul style="list-style-type: none"> <li>First Monday in May of an election year is the last day that an elected official's pay can be changed for the next term of office. (83A.070)</li> </ul>
<b>June</b>	<p><b>1st</b> - Budget proposal and message to the legislative body. (KRS 91A.030)</p> <ul style="list-style-type: none"> <li>First Tuesday after the first Monday is the last day to file nomination papers to run for local office in a city with no primary election. (KRS 83A.085)</li> </ul> <p><b>30th</b> - End of fiscal year. (Section 169 of the Kentucky Constitution)</p>
<b>August</b>	<ul style="list-style-type: none"> <li>Second Tuesday before the regular election is the last day to have a resolution or petition for a referendum on a public question to the county clerk for it to be on the ballot. (KRS 83A.120)</li> </ul>
<b>October</b>	<p><b>1st</b> - Even year only, last day for cities with a population under 2,000 that elect to conduct a financial statement in lieu of an annual audit to electronically forward the financial statement for the previous fiscal year. (KRS 91A.040)</p>

Issue	Action	Deadline
Oath of Office (KRS 62.010)	Administered to and taken by elected and nonelected officials	<p>Prior to Jan. 1 for most elected city officials</p> <p>Prior to assuming duties of office for appointed officials</p> <p>Within 30 days of the notice of appointment for those filling an expired term</p>
Ethics Ordinance (KRS 65.003)	Filed with the Department for Local Government	21 days after amendment is final
Ordinance (KRS 83A.060)	Publication	<p>No later than 30 days from enactment</p> <p>Emergency ordinance 10 days from enactment</p>
Special Meetings Notice (KRS 61.823)	Posted at the location in which the meeting will be held; Distributed to legislative body and media that have requested it in writing	24 hours prior to the meeting
KYOAG Open Records and Open Meetings Publications (KRS 65.055(1))	Distributed to all elected and appointed officials	60 days after beginning a new officer's term of office OR the publication is updated
Resignation (KRS 83A.040 (7))	Submitted in writing to the legislative body (city clerk)	Effective at the next regular or special meeting of the legislative body after the date of the letter
Notify County Clerk and Secretary of State (KRS 83A.040 (8))	Submitted in writing	Immediately upon learning of the vacancy
Filling a Vacancy (KRS 83A.040 (5) and (6))	Legislative body by majority vote	Within 30 days of the effective date of the resignation or the governor fills the vacancy