

ANDREW S. HARTLEY

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City Administrator/Chief Counsel Profile

Track record of success in optimizing processes to enhance efficiency and minimize the expenditure of delivering public services while ensuring strategic alignment of personnel with corresponding processes.

Persuasive, versatile, and detail-oriented leader with outstanding administrative acumen and broad exposure to personnel management, finance, budgeting, project management, IT, grant writing, procurement, and citizen engagement. Strong legal background and powerful competencies in drafting state and local legislation, analyzing the implications of laws and regulations, and delivering legislative advocacy using comprehensive knowledge of the legislative process. Skilled in leading significant IT projects, including website redesign, software replacement, security system implementation, cybersecurity audit support, and 3rd party managed service provider oversight. Proficient in staying abreast of emerging tools and technologies to seamlessly integrate new technology, optimize internal workflows/business processes, and ensure customer-centric service delivery.

Capable of leading strategic plans and developing new policies on behalf of the city council and departments in line with the city's values and vision. Demonstrated ability to assess personnel needs and operational challenges, analyze data to identify root causes, and devise data-driven solutions for department-wide implementation. Exhibits exceptional proficiency in crafting concise and clear content to effectively convey complex subjects to diverse audiences, complemented by advanced presentation skills in creating impactful business presentations incorporating animation, video, and narration. Capacity to negotiate complicated deals and secure substantial advantages by leveraging well-developed communication and negotiation abilities, strong business acumen, and legal expertise. **Core Competencies:**

- Public Administration
- Budget Allocation and Monitoring
- Contract Drafting and Negotiation
- Ordinance and Orders Drafting
- Written and Oral Communication
- Grant Writing and Administration
- Structural and Operational Change
- Project Planning and Coordination
- State and Local Agencies Liaison
- Cross-functional Team Leadership
- Open Records and Meetings
- Data Collection and Analysis
- Strategic Planning and Execution
- Dynamic Presentations
- Technology Integration

"He has the makings of a versatile leader willing to tackle any problem."

Kentucky League of Cities City Employee of the Year award

"Having served on the Georgetown city council for the past 29 years, and having the opportunity to work with Andrew Hartley for much of that time, I can't imagine being Mayor of Georgetown without Andrew's help and advice."

David L, Former Council Member/Mayoral Candidate

Career Highlights:

- ✓ Saved \$30K a year for the city by implementing a centralized intranet and VoIP telephone system and auditing the city's phone and internet bills.
- ✓ Saved more than \$750K for the city by remodeling an existing city building to create a "One-Stop-Shop" for Codes and Permits.
- ✓ Secured \$26 million in infrastructure funding, including \$1.5 million in grants and \$23.5 million in low-interest loans.
- ✓ Managed \$8 million expansion of the City's Business Park (added 148 acres (96% increase)) and secured an additional 72 acres of Business Park land.
- ✓ Created the Commonwealth's largest cross-jurisdictional law enforcement interlocal agreement (BACKUPPS).
- ✓ Recovered \$340K in overcharged waste tipping fees by auditing bills and negotiating for repayment with the landfill.
- ✓ Obtained \$900K in grants for housing revitalization, \$525K in grants for a road widening project, and \$35K in grants for A/V equipment to broadcast public meetings.
- ✓ Negotiated \$36K a year of free internet from a tower co-location agreement.

PROFESSIONAL EXPERIENCE

CITY OF GEORGETOWN, KENTUCKY: 2013 TO 2023

Chief Administrative Officer: 2019 to 2023

Administered processes, budgets, and finances of the city by leading 12 direct reports, including Public Works Director, Police Chief, Fire Chief, City Engineer, Finance Director, HR Director, City Attorney, and Building Inspector. Prepared and managed \$32 million general fund budget and ensured optimal budget allocation for maximum cost savings. Oversaw grant applications and developed strategic plans to drive all areas of procurement and project administration.

- Transitioned from municipal solid waste service to a private sanitation provider minimizing sanitation fee increases and providing curbside recycling.
- Led and finalized a 7-year infrastructure project to solve one of the region's worst environmental and humanitarian crises through dogged persistence in collaboration with diverse community leaders.
- Conducted a comprehensive 20-year historical review of statistics and metrics, compared metrics with peer cities, and revealed significant gaps and misconceptions leading to structural changes, revenue growth, new revenue sources, salary increases, and staff expansion.
- Collaborated with the HR department for hiring and termination while influencing decisions and delivering hands-on support.
- Ensured consistent communication with legislative body members and served as a liaison between staff, legislative body, and senior elected officials.
- Attended regular meetings of the city council and advised Mayor and city council members on legal, personnel, and administrative-related matters.

Chief Counsel for Revenue Commission: 2019 to 2023

Regarded as the authoritative figure by all staff members and commanded influence within the organization. Held authority for reviewing and approving specific matters, such as items requiring board of commissioners' endorsement while ensuring strict adherence to legal and policy requirements. Headed collection efforts for unpaid taxes and delivered invaluable guidance to the tax collection agency as a Senior Advisor. Provided legal counsel on matters related to general governance issues, including open records/meetings and personnel.

- Conducted comprehensive analysis of net profits tax collection, compared new findings with gross receipts tax, and communicated to the council and the public about significant disparities in the net profits tax leveraging insights gained as Chief Counsel of the Revenue Commission.
 - Highlighted a critical issue in the tax structure providing one of the most important revenue sources for the city, county, and school district.

- Increased city revenues by \$3.2 million (10%) annually by proposing, developing, and implementing structural tax and fee changes.
- Co-recipient: 2017 Employee of the Year Award

Continued...

- o Identified inequity of large enterprises paying 45 times less per dollar of revenue than small businesses and raised awareness among people that paved the way for future changes and ongoing discussions regarding major structural reforms to the business tax.

Chief of Staff: 2017 to 2019

Appointed as Chief of Staff by the Mayor through executive order assuming a key leadership role in leading administrative operations and initiatives. Served as the primary spokesperson for the Mayor to represent their vision and priorities.

- Headed the design, procurement, and implementation of a \$13 million public safety communications system.
- Functioned as a Project Manager and Operations Head to conduct in-depth analysis of sanitation operations by partnering with a 3rd party consultant.
 - o Achieved cost savings of \$265K by introducing administrative, structural, budgetary, and operational changes while improving service quality.
- Added 55 parking spaces downtown by demolishing blighted properties and expanding the city parking lot.

City Attorney: 2013 to 2019

Coordinated city attorney’s office activities and represented the city’s interest by serving as official legal counsel for the city. Conducted thorough reviews of legislation proposed by department directors or presented by council members. Reviewed contracts for services/products and drafted legislation, ordinances, orders, resolutions, internal memorandum, and external memorandum. Oversaw interlocal agreements between the city and county for management and funding of essential services, such as 911 operations, building inspection, and ambulance service. Assisted city clerk’s chief to identify and resolve issues of open records and open meetings.

- Drafted local and state legislation to address systemic issues with HOA governance and ownership, including common area maintenance, continuity of development schemes, and responsibility for stormwater utilities.
- Led a project to address concerns raised by a resident on property tax collection efforts.
 - o Collaborated with the Clerk for local and state laws analysis and demonstrated that the current mechanisms in place effectively resulted in a collection of 102% of the owed funds within 7 years, including penalties and interests.
 - o Achieved full realization of property taxes owed to the city through existing processes.

City Attorney: 2014. Accepted the challenge of addressing critical technology issues within the City of Georgetown. Recognized the urgency of the situation caused by aging equipment, unsupported software/hardware, security vulnerabilities, and the absence of a technology strategic plan. Developed a detailed plan and convinced the Mayor and city council to let me oversee the city's IT needs in collaboration with a managed services provider. Replaced infrastructure, implemented industry-standard protocols, conducted a cybersecurity audit, developed a strategic plan, and established a disaster recovery plan.

OFFICE OF THE GOVERNOR, DEPARTMENT FOR LOCAL GOVERNMENT, FRANKFORT, KENTUCKY: 2007 TO 2013

Staff Attorney

Provided legal advisory support to a department staff of approx. 75 grant administrators and budget analysts serving local governments. Delivered legal research and guidance to elected and appointed officials at all levels of government within the state encompassing a wide range of areas, such as open records, personnel, budget, ethics, and legal matters pertaining to the capabilities of cities and counties.

- Performed extensive contract reviews as a crucial intermediary between local and federal government for grants, owing to the organization's role as a grant provider agency.
- Defended the agency in a challenging legal case from a group of citizens challenged the organization due to unintended consequences arising from an obscure property tax law.
 - o Delivered compelling testimony before the General Assembly committee and proved adherence to the letter of the law in agency's actions, which resulted in a favorable outcome for the organization.
- **Positions/Work Scope:** Certified CDBG Administrator, Open Records Custodian, Title VI Compliance Person, and Designated Branch Ethics Officer.

EARLY CAREER

Of Counsel and Law Clerk, SIGMAN AND BROWN: Private practice in employee benefits litigation on behalf of employees and retirees. Litigated federal ERISA benefits cases in the 9th and 2nd Circuits. Co-drafted a Petition for Writ of Certiorari to the United States Supreme Court in a class action case involving 1500 members - Brentley Coates. et al. v. Agilent Technologies, et al. (06-59).

Of Counsel and Law Clerk, THE LAW OFFICE OF E. DOUGLAS RICHARDS: Private practice in employee benefits litigation, primarily representing employees in federal ERISA disability benefits cases. Conducted a self-supervised forensic investigation of a defendant’s bank records.

EDUCATION

Juris Doctor, Best Appellant Brief, Legal Writing ▪ University of Kentucky College of Law, Lexington, KY
Bachelor of Arts in English ▪ University of Kentucky, Lexington, KY

BAR ADMISSIONS

Kentucky Bar Association (2005)

MEMBERSHIPS

President ▪ Municipal Attorneys Association of Kentucky (2014 to 2018) (Member, 2013 to present)
 Member ▪ Kentucky League of Cities Board of Directors (2014 to 2018)
 Member ▪ Economic Affairs Sub-Committee, Georgetown/Scott County Chamber of Commerce (2018)
 Member ▪ Kentucky City/County Management Association (Education Committee 2019)

PUBLICATIONS

Not Just Another Lawyer: The Role of the City Attorney in Your Government ▪ Kentucky City Magazine, September/October 2014
Making the Case for Mandatory Removal of Imprudent Investment Vehicles: “Inside” Information Can Make Employer Securities a Bad 401(K) Option ▪ Appalachian Journal of Law, Vol. 5, No. 1, p. 99, 2006