

COMMONWEALTH OF KENTUCKY
CITY OF WEST BUECHEL, KENTUCKY
Ordinance No. 313 Series 2024

AN ORDINANCE ESTABLISHING THE OFFICE OF CITY CLERK AND PRESCRIBING
DUTIES THEREOF AND REPEAL OF ORDINANCE NO. 75, SERIES 1982.

BE IT ORDAINED BY THE CITY OF WEST BUECHEL, KENTUCKY.

Section 1. Re Appointment City Clerk.

Pursuant to provisions of KRS 83A.080 and 83A.130 deemed to apply to appointment, function and duties required of the office of City Clerk as hereinafter prescribed; the Mayor, and the executive authority of the city, subject to approval of the City Council, shall appoint, for an indefinite term, a City Clerk; who shall be subject to removal from office by the Mayor at will.

An appointed City Clerk, before entering upon the duties of the office, shall be sworn as required by Section 228 of the Kentucky Constitution, and execute a fidelity and performance bond to the city in an amount of not less than \$200,000.

Compensation authorized to be paid by the City Clerk for conditions of employment and services shall be fixed by the Mayor and set forth in a separate ordinance hereto.

Section 2. Re Qualifications Required.

To hold the position of City Clerk, it shall be necessary for the appointee to be a commissioned, Kentucky State At Large, Notary Public; this to provide for the general purposes of the taking of affidavits, attesting written and typed instruments, documents, oral hearings, reports of investigations, and also of all other acts whereby a person shall be obliged or may wish to execute a statement under oath of concern or of interest to the city.

The City Clerk shall be the custodian of the city seal and shall seal and attest all contracts of the city and all licenses, permits and such other instruments as shall require this formality.

Section 3. Re Act as Custodian City Records and Property.

The City Clerk shall be in charge of city offices and act as custodian of city records and property therein; be responsible for the processing, storage, filing and safekeeping of all city records, except that assigned by the Mayor to and made the responsibility of the Chief of Police.

The City Clerk shall make and maintain an accurate inventory of all public property of the city, including maps, plats and records of land sites and other real estate.

Section 4. Re Specified Duties.

The City Clerk shall be responsible for efficient performance in respect to the following duties;

- (a) Attend all meetings of the City Council and prepare a true and full record of all the proceedings thereof; and also, of such other records as the Mayor or Council may be prepared and delivered directly.
- (b) Assist the Mayor and City Council in the preparation of the annual budget, and of other financial reports requested, except as may be directed to the City Treasurer.
- (c) To obtain from the office of the Jefferson County Property Valuation Administration records of property assessments in respect to properties located within the city, upon which tax bills shall be prepared and mailed property owners in conformance with city ordinance and state statutes.
- (d) To act as collector of taxes, licenses and of other debts of whatsoever kind due and owing the city, exception may be divided to the City Treasurer.
- (e) To act as purchasing agent for authorized city purchases of whatsoever required for purchase subject to the Kentucky Procurement Statutes, except as directed to the City Treasurer.
- (f) To receive and deposit with a commercial bank and trust company, approved by the City Council as a depository for city funds and negotiable instruments, accepted in payment of city taxes, licenses and all other accounts due and owing the city; to keep accurate accounts of receipts and disbursements of city funds; to prepare a monthly financial report to the City Council; to disburse by check, executed jointly with the Mayor, of all payments of city accounts authorized by the City Council; to annually prepare and publish the financial statements as required by the Statutes; and to perform all other such duties required by law, including the keeping of records showing all payments received, the source from which it was received, and the purpose for which it was paid out; and keep a record showing at all times the financial status of the city, except as directed to the City Treasurer.
- (g) In addition to the duties herein prescribed, the City Clerk shall perform such other duties as may be required by KRS 83A.085(3) or other statute or ordinance or by the Mayor or City Council.

Section 5. Re Appointment of a Deputy City Clerk.

There is hereby created the office of Deputy City Clerk, who may be appointed by the Mayor subject to City Council approval, provided the appointee meet the prescribed standards necessary for an appointment to the position of City Clerk as herein stated, who shall have the same power, authority and duty to execute all documents and instruments required by law or ordinance to be executed by the City Clerk, and affix the seal of the city thereto whenever required.

When signing any document or instrument the Deputy City Clerk shall sign the name of the City Clerk followed by the word “By” and the deputy clerk’s own name and the words – “Deputy City Clerk”.

The powers, authority and duties herein described to the City Clerk shall be exercised by the Deputy City Clerk only in the absence of the City Clerk, and then only when either written directions has been given by the City Clerk to exercise such power, authority and duty, or the Mayor and City Council has determined that the City Clerk is temporarily or permanently incapacitated to perform such functions and duties. Upon the order of the Mayor and City Council, the Deputy City Clerk shall have the authority and power to act in the place of City Clerk as herein described, with such other power and authority as may be authorized by statue or ordinance, bonded to \$200,000.

Section 6. The previous Ordinance No. 25, Series 1982 is hereby repealed and replaced in its entirety by the herein ordinance.

Section 7. Effective Date of Ordinance.

That this Ordinance shall become effective upon approval and adoption by the City Council, and publication as required by law.

Introduced, read and approved by the unanimous vote of member of the Council, in regular meeting October 10, 2024.

Second reading and adoption of Ordinance by the unanimous vote of members of the City Council, in regular meeting November 14, 2024.

APPROVED: Mayor Brenda Moore
BRENDA MOORE, MAYOR

ATTEST: [Signature]
GWEN BROWN, CITY CLERK

Dated this: 11-14-2024