

CITY OF WINDY HILLS

ORDINANCE NO. 24-01

**AN ACT OF THE CITY COUNCIL OF THE CITY OF WINDY HILLS, KENTUCKY
AMENDING THE ORDINANCE RELATED TO THE OFFICE OF THE CITY CLERK**

WHEREAS, pursuant to KRS 83A.085(1), the City of Windy Hills is required to establish the Office of the City Clerk; and

WHEREAS, pursuant to KRS 83A.080(1), the City of Windy Hills is authorized to create additional nonelected city offices by ordinance; and

WHEREAS, pursuant to Windy Hills Ordinance Chapter 31.37, the City of Windy Hills created the Office of the City Treasurer; and

WHEREAS, pursuant to KRS 83A.085(2), the City of Windy Hills is authorized to combine the Office of the City Clerk with another nonelected city office by inclusion of the title and duties of the office in the ordinance establishing the Office of City Clerk; and

WHEREAS, the City of Windy Hills seeks to combine the Office of the City Clerk with the Office of the City Treasurer;

NOW THEREFORE be it ordained by the City Council of the City of Windy Hills that the Act establishing the Office of the City Clerk as codified in Chapter 31.36 is amended as follows:

§ 31.36 CITY CLERK/CITY TREASURER

(A) Pursuant to KRS 83A.085, there is hereby created a nonelective city office to be known as the office of City Clerk/Treasurer.

(B) The City Clerk/Treasurer shall be appointed by the Mayor with the approval of the City Council at the January meeting of even numbered years for a term of two years, expiring on December 31 of odd numbered years, or until a successor is appointed and qualified. ~~[Residency within the city shall not be required, although residents shall be preferred.]~~

Commented [JR1]: Appointed by the mayor with approval of the City Council

(C) The City Clerk/Treasurer shall be at least 21 years of age and of good moral character and shall possess such professional training and experience to ensure competent performance of the duties of the office.

(D) The duties and responsibilities of the City Clerk/Treasurer shall include, but not be limited to, the following:

- (1) Maintenance and safekeeping of the permanent records of the [e]City;
- (2) Performance of the duties required of the “official custodian” or “custodian” pursuant to KRS 61.870 to KRS 61.882;
- (3) Possession of the seal of the [e]City if used; ~~[and]~~

(4) Performance of all duties and responsibilities required of a City Clerk/Treasurer by statute or ordinance[-];

(5) Receive and safely keep all City funds belonging to the city. Such funds shall be kept in an official depository designated by the City Council;

(6) Keep an accurate and complete account of all the receipts and expenditures of the City, showing amounts, when, from whom, to whom, and for what purpose all City funds were received or paid out;

(7) Disburse City funds by written authorization approved by the City Council, which shall state the name of the person to whom funds are payable, the purpose of the payment, and the fund out of which such funds are payable;

(8) Make monthly reports to the City Council showing the state of the finances of the City, and the amounts received and spent during the month, which reports shall be filed;

(9) Make an annual report at the close of the fiscal year with the total amount of all receipts and expenditures of the City and the transactions during the preceding year; and

(10) Perform such other duties as may be required by the Mayor or City Council.

(E) The salary of the City Clerk/Treasurer is hereby fixed by the City Council in a duly adopted pay classification ordinance, or as otherwise provided by the City Council.

(F) Before entering upon the duties of office, the City Clerk/Treasurer shall execute bond conditioned upon the faithful performance of his or her duties, including the duties of all offices of which he or she is ex-officio incumbent. The amount and sufficiency of such bond shall be approved by the City Council. The bond of the City Clerk/Treasurer shall be filed with the City Council.

(G) Before entering upon the duties of office, the City Clerk/Treasurer shall take the oath prescribed by the state's Constitution § 228 for city officials.

Amended this _____ day of _____, 20 ____.

Mayor, City of Windy Hills, Kentucky

ATTEST:

Clerk, City of Windy Hills, Kentucky