

Section

37.01 Duties and responsibilities

37.02 Maintenance of permanent records

Cross-reference:

City Clerk powers and duties, see § 38.05

§ 37.01 DUTIES AND RESPONSIBILITIES.

The duties and responsibilities of the City Clerk shall be as follows:

(A) Prepare agenda for and attend all regular and special Council meetings.

(B) Prepare and maintain complete and appropriate books.

(C) File and maintain all permanent records of the city.

(D) Serve as custodian of the Seal of the City.

(E) Insure that all ordinances meet publication requirements and insure that ordinances are indexed or codified as required.

(F) Accept complaints in person or by phone and attend to their disposition or forward to appropriate personnel.

(G) Assist in preparation and administration of annual budget; prepare monthly financial records for computer input.

(H) Prepare and/or proof and forward notices for property taxes, licenses, permits and fees; forward delinquent accounts for collection; prepare licenses or permits after receipt of payment.

(I) Make bank deposits daily; reconcile bank statements; recommend investment of excess funds; maintain petty cash fund for the city.

(J) Prepare purchase orders for the department; requisition office supplies.

(K) Review employee time cards for accuracy; prepare and distribute payroll; forward payments and reports to state and federal agencies on scheduled basis.

(L) Maintain personnel file on each employee; administer employee benefits program; accrue leave benefits; administer worker's compensation and unemployment programs; insure confidentiality of personnel files.

(M) Assist with grants writing and administration.

(N) Type or supervise the typing of ordinances, resolutions,

minutes, correspondence, etc.

(O) No later than January 31 of each year, mail to the Department for Local Government, a list containing current city information including, but not limited to, the following:

(1) The correct name of the mayor, legislative body members, and the following appointed officials who are serving as of January 1 of each year:

- (a) City Clerk;
- (b) City Treasurer;
- (c) City Manager;
- (d) City Attorney;
- (e) Finance Director;
- (f) Police Chief;
- (g) Fire Chief; and
- (h) Public Works Director.

(2) The correct name of the city, mailing address for City Hall, and telephone number of City Hall; and

(3) The name and telephone number of either an elected or appointed official to serve as a contact person that may be reached during normal business hours of 8:00 a.m. to 4:30 p.m.

(4) Performance of any other duties and responsibilities required of the City Clerk by statute or ordinance.
(Ord. 9-94, passed 3-14-94; Am. Ord. 22:2006, passed 8-17-06)

§ 37.02 MAINTENANCE OF PERMANENT RECORDS.

The City Clerk shall be responsible for the maintenance and safekeeping of the permanent records of the city. The City Clerk and the presiding officer shall sign the official record of each meeting.
(Ord. 22:2006, passed 8-17-06)

Statutory reference:

Duty of Council to provide for maintenance of permanent records, see KRS 83A.060(8)

Cross-reference:

Non-elected officers, see § 38.05