

**§ 31.36 CITY CLERK/TREASURER.**

(A) The city hereby establishes the office of the City Clerk/Treasurer.

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

- (1) Maintenance and safekeeping of the permanent records of the city;
- (2) Performance of the duties required of the "official custodian" or "custodian" pursuant to KRS 61.870 through 61.882;
- (3) Possession of the seal of the city if used;
- (4) The true and complete recording of all proceedings of the City Commission; (Ord. 83-1 210.1, passed 4-25-83)
- (5) 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:
  - (a) The correct name of the Mayor, legislative body members, and the following appointed officials who are serving as of January 1 of each year:
    1. City Clerk;
    2. City Treasurer;
    3. City Manager;
    4. City Attorney;
    5. Finance Director;
    6. Police Chief;
    7. Fire Chief; and
    8. Public Works Director;
  - (b) The correct name of the city, mailing address for city hall, and telephone number of the city hall; and
  - (c) 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.; and

(6) The custodian of city funds. The Clerk/Treasurer shall receive all funds, provide receipts for such funds, deposit such funds in the official depository on a timely basis, and disburse funds upon the order of the City Commission. As custodian of funds, the Clerk/Treasurer shall account for all funds pursuant to KRS Ch. 91A.

(7) The reporting of the financial condition of the city. At least quarterly, the Clerk/Treasurer shall file a financial report with the City Commission pursuant to KRS 91A.030. An annual report shall be filed at the end of the fiscal year.

(8) The billing, collection, and accounting of city property taxes.

(Ord. 83-1 220.0, passed 4-25-83)

(9) Performance of all other duties and responsibilities required of the City Clerk or the City Treasurer by statute or ordinance.

(KRS 83A.085)

(C) Compensation shall be in the amount as established by the City Commission from time to time as set forth in § 31. 02.

(D) No person shall be appointed or act as the City Clerk/Treasurer unless such person has taken the oath required by section 228 of the Constitution of the Commonwealth of Kentucky and has provided bond, if required, with corporate surety authorized to transact business in Kentucky and conditioned upon the performance of the duties specified herein.