

**CITY OF INDIAN HILLS
ORDINANCE NO. 4, Series 2018**

**AN ORDINANCE AMENDING INDIAN HILLS CODIFIED ORDINANCE CHAPTER 2.16
(ORDINANCE 99-02) PROVIDING FOR CHANGES TO THE OFFICE OF CITY CLERK**

WHEREAS, it is the desire of the Indian Hills City Council, and in the best interest of the City of Indian Hills, Kentucky, to utilize the authority granted in KRS 83A.060(3) to amend city ordinances and further to ensure compliance with ordinances in force within the City of Indian Hills, and

WHEREAS, City of Indian Hills Codified Ordinance Chapter 2.16 (Ord. No. 99-02) should be amended to reflect changes made to the office of the City Clerk of Indian Hills and those specific sections amended are to be herewith set out in full.

NOW THEREFORE BE IT ORDAINED BY THE CITY OF INDIAN HILLS:

SECTION 1. City of Indian Hills Codified Ordinance Chapter 2.16 (Ord. No. 99-02) is hereby amended to reflect changes made to the office of the City Clerk of Indian Hills. The specific sections amended are herewith set out in full.

1. There is hereby established the office of city clerk as a non-elective city office under KRS 83A.080. (KRS 83A.085)

2. The City Clerk shall be appointed by the Mayor, with the approval of the City Council, ~~for a term of two years beginning on the first day of January of even numbered years and until his/her successor is appointed and qualified.~~

3. The City Clerk shall be at least twenty-one (21) years of age and of good moral character. Residency within the city shall not be required.

4. The duties and responsibilities of the city clerk shall include, but not be limited to the following:

- a. Maintenance and safekeeping of the permanent records of the city;
- b. Performance of the duties required of the "official custodian" or "custodian" pursuant to KRS 61.870 to 61.882;
- c. Possession of the seal of the city if used; and
- d. Performance of all duties and responsibilities required of the city clerk by statute or ordinance. (KRS 83A.085)

e. No later than January 31 of each year, mail or electronically submit to the Department for Local Government a list containing current city information including but not limited to the following:

1. The correct name, telephone number, and electronic mail address of the mayor, legislative body members, and the correct name, telephone number, and electronic mail address for the city's appointed officials or employees who are serving in the following roles or substantially similar roles as of January 1 of each year:

- a. City clerk;
- b. City treasurer or chief financial officer;

- c. City manager or administrator;
- d. City attorney;
- e. Human resources director;
- f. Police chief;
- g. Fire chief;
- h. Public works director;
- i. Risk manager;
- j. Information technology manager;
- k. Public relations or communications officer; and
- l. Planning and zoning administrator.

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 a.m. to 4:30 p.m.;

f. Once the information required to be reported under paragraph (e) of this subsection is compiled by the Department for Local Government, the department shall forward one (1) electronic copy of the compiled information to the Legislative Research Commission.

g.[-e.] Such other duties as may be assigned by the Mayor or City Council.

5. The compensation [salary] of the City Clerk shall be paid in an amount [is hereby fixed] as established by the City Council pursuant to KRS 83A.070. [at no less than \$3,000 nor more than \$8,000 per year, as determined by the City Council, payable monthly, or as otherwise directed by the Council.] Bonuses and extra compensation may be paid to the City Clerk for services rendered. Such a determination to pay bonuses and extra compensation to the City Clerk for services rendered shall be made by the City Council and shall become part of the fixed compensation of the City Clerk subject to the decision of the City Council to appropriate the funds set forth in the annual budget ordinance of the City of Indian Hills.

6. Before entering upon the duties of office, the City Clerk 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 shall be filed with the City Council.

7. Before entering upon the duties of office, the City Clerk shall take the oath prescribed by Kentucky Constitution, Section 228, for city officials.

~~[8. The person appointed for this position shall be evaluated no later than six (6) months after the beginning of his or her appointment.]~~

~~[9. This Ordinance shall take effect on December 20, 1999.]~~

~~[10. An emergency is hereby found to exist by reason of the necessity to establish offices for the merged City to conduct business, and the City Council hereby suspends the requirements of a second reading and publication, provided this ordinance shall be published by summary or in full within ten (10) days of its enactment.]~~

~~[Enacted this 20th day of December, 1999, by vote of two thirds or more of the City Council.]~~

SECTION 2. Severability. The provisions of this ordinance shall be considered severable. If any provisions of this ordinance is found to be invalid, that finding shall not necessarily invalidate the entire ordinance.

SECTION 3. Effective Date. This ordinance shall become effective after passage, approval and publication as required by law.

First Reading: 8/16/2018

Second Reading: 9/20/2018

Passed and Approved: 9/20/2018

ENTERED THIS 20th DAY OF September 2018.

Introduced by:

Attest:

Chip Hancock, Mayor

Donna M. Sinkhorn, City Clerk

<u>Council</u>	<u>Yea</u>	<u>Nay</u>	
<u>Ms. Carroll</u>	___	___	Absent
<u>Mr. Doheny</u>	<u>X</u>	___	
<u>Ms. Dunbar</u>	<u>X</u>	___	
<u>Mr. Garlove</u>	___	___	Absent
<u>Mr. Giesel</u>	<u>X</u>	___	
<u>Mr. Gries</u>	<u>X</u>	___	
<u>Mr. Gruebbel</u>	<u>X</u>	___	
<u>Mr. Kron</u>	___	___	Absent
<u>Ms. Zinniel</u>	<u>X</u>	___	