



**ORDINANCE 14-007**

**AN ORDINANCE ESTABLISHING THE DUTIES OF THE CITY CLERK-TREASURER.**

Sponsor: Council member Connie Tackett

WHEREAS, KRS 83A.085(3)(e), allows the city to establish additional duties of the City Clerk, beyond those duties already established in statute;

WHEREAS, The City of Georgetown desires to set forth those duties of the City Clerk-Treasurer

NOW, THEREFORE, be it ordained by the City of Georgetown:

**Section One**

Code of Ordinances, Article III, Division 4, Section 2-78, titled "Duties" is hereby amended as follows:

~~The clerk-treasurer shall perform all of the duties required by KRS 83A.085 and such other duties as assigned by statute and ordinance. In addition, the clerk-treasurer shall perform the duties of the local alcoholic beverage control administrator as required by statute and ordinance.~~ In addition to the duties required by KRS 83A.085 and such other duties as assigned by statute and ordinance, the clerk-treasurer shall perform the following duties:

- (a) Attend each council meeting (regular and special);
- (b) Record council proceedings and keep minutes.
- (c) Publish all legal advertisements, budget summaries or text and all ordinances adopted by council.
- (d) Collect city ad valorem taxes, including delinquent taxes.
- (e) Process and print yearly ad valorem tax statements.
- (f) Make deposits and distribute receipts when required.

- (g) Perform the duties of the Alcohol Beverage Control Administrator, including but not limited to:
  - a. Collecting regulatory and license fees.
  - b. Issuing local alcoholic beverage licenses.
  - c. Enforcing violations of state and local ABC laws.
- (h) Act as Custodian of Records, receiving, processing and responding to all open records requests.
- (i) Collect city insurance premium tax, including delinquent taxes.
- (j) Collect garbage, utility, and railroad franchise fees.
- (k) Collect code enforcement fines.
- (l) Reports sales and use tax to the Commonwealth of Kentucky.
- (m) Coordinate advertisements and bid openings for all competitive procurements.
- (n) Administer the annual surplus property sale and other surplus sales as necessary.
- (o) License all fleet vehicles.
- (p) Issue parking permits for permitted streets, e.g. Dudley and Clayton.
- (q) Issue golf cart permits.
- (r) Coordinate special events, assisting citizens obtain City permission for 5k's, parades, etc.
- (s) Serve as secretary for the Board of Ethics.
- (t) Coordinate bi-monthly meetings with all City directors for Council meeting preparation.
- (u) Prepare the agenda for Council meetings.
- (v) Ensure open meetings law compliance for council and committee meetings.
- (w) Prepare an annual budget for the Clerk's office.
- (x) Administer financial interest disclosure requirement for all City directors, board members, elected officers and candidates for elected offices.
- (y) Provide information to the public in person and by phone.
- (z) Greet visitors and perform other office duties when necessary.

## Section Two

This Ordinance shall take effect upon passage and publication.

PUBLICLY INTRODUCED AND READ FIRST TIME:                      APRIL 14, 2014

PUBLICLY READ SECOND TIME AND PASSED:                      APRIL 28, 2014

APPROVED:

  
Everette L. Varney, Mayor

ATTEST:

  
Tracie Hoffman, City Clerk