

**CITY OF BLUE RIDGE MANOR
ORDINANCE NO. 5
SERIES 2011**

AN **ORDINANCE** establishing the office of **City Clerk** of the City of Blue Ridge Manor.

WHEREAS, the City, by and through its elected Officers, are desirous of passing this Ordinance to update the office of City Clerk of the City of Blue Ridge Manor and to replace the entirety of the current Ordinance 31.36.

NOW THEREFORE, be it ordained by the Commission of the City of Blue Ridge Manor, Kentucky;

1. **Duties and Responsibilities.** The duties and responsibilities of the City Clerk shall be subject to the supervision of the Commissioner for Community Affairs and Public Records and include, but are not limited to, the following:

(a) To act as official custodian of all City records and keep the minutes of the proceedings of the City Commission, prepare the meeting agenda and to provide the final draft minutes and agenda to the City officials on the Friday prior to the Monday meeting.

(b) Maintenance and safekeeping of the permanent records of the City.

(c) Performance of the duties required of the "official custodian" or "custodian" pursuant to KRS 61.870-61.882. The Clerk in coordination with the City Attorney shall handle and respond to all open record requests made to the City.

(d) The City Clerk shall, no later than January 31st of each year, mail to the Department for Local Government, a list containing current City information including, but not limited to, the correct name of the Mayor, City Commissioners and the non-elected officials who are serving as of January 1st of each year. The official title/address for the City of Blue Ridge Manor is:

City Clerk, City of Blue Ridge Manor
101 Shelby Pointe Drive
Louisville, KY 40223

(e) In addition and in coordination with the City Attorney to the duties specified above, the City Clerk is also responsible for the publication of legal advertisements of the City and a summary or text of the budget ordinance upon adoption.

2. **Compensation.** The compensation for the position of City Clerk shall be set by the City of Blue Ridge Manor Commission and shall be established from time to time by ordinance of the Commission.

3. **Oath.** The City Clerk shall be required to take an oath of office as set out in 31.01 and execute a bond as set out in 31.38.

4. **Duration of Office.** This non-elected officer serves at the will of the City of Blue Ridge Manor Commission. The term of office shall be for one (1) calendar year. Each December the Commission of the City of Blue Ridge Manor shall review this non-elected position and either reappoint for another one (1) year term or appoint another person to the position. However, this requirement shall in no way limit the at will dismissal power of the City Commission. KRS 83A.080(3).

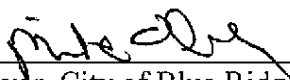
***** The City Clerk shall work under the supervision of and in coordination with the Commissioner in charge of Community Affairs and Public Records.

FURTHER, this Ordinance shall take effect upon approval, passage and publication as required by law.

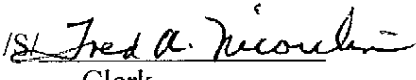
FIRST READING THE 23rd DAY OF May, 2011.

SECOND READING THE 13th DAY OF July, 2011.

PASSED AND APPROVED THE 13th DAY OF July, 2011.

/S/ 

Mayor, City of Blue Ridge Manor, Kentucky

ATTEST: /S/ 

Clerk

Those voting Aye:

Those voting Nay:

Mike Ober, Mayor
Hans Klose, Mayor Pro Tem
Julie Colucci, Commissioner
Carla Kreitman, Commissioner
Porter Lady, Commissioner

None