

**CITY OF PROSPECT  
ORDINANCE No. 573, SERIES 2019**

**AN ORDINANCE RELATING TO THE AMENDMENT OF CHAPTER 31.36  
OF THE CODE OF ORDINANCES OF THE CITY OF PROSPECT  
REGARDING THE OFFICE OF CITY CLERK**

**WHEREAS**, Chapter 31.36 enumerates the required qualifications, powers and duties of the office of City Clerk; and,

**WHEREAS**, the City Council has reviewed said Ordinance and Amendments and recommended amendments thereto.

**NOW, THEREFORE, BE IT ORDAINED AS FOLLOWS:**

**Section 1.** Chapter 31.36 is hereby amended and modified as herein set forth with old language struck through and bracketed and new language underlined, reading as follows:

**§ 31.36 CITY CLERK.**

(A) *Establishment.* Pursuant to KRS 83A.085, there is hereby created the office of City Clerk, ~~[whose term of office shall be coincident with that of the Mayor.]~~

(B) *Qualifications.* ~~[To be eligible for appointment, a person]~~ The City Clerk must be at least a high school graduate with above average oral, writing, comprehension and communication skills ~~ability to read and write the English language.]~~ and possess demonstrated computer literacy, including an understanding of the web and multimedia. No person who has been convicted of a felony is eligible for appointment.

(C) *Oath of office.* The City Clerk shall be sworn into office and take the oath of office, as set forth in § 31.01.

(D) *Bond.* The City Clerk shall be bonded under the provisions of the Kentucky Public Employee Blanket Bond.

~~[(E) *Signing of checks.* The City Clerk shall have authority to co-sign city checks during the absence of the Chief Administrative Officer.]~~

~~[(F)]~~ (E) *Compensation.* The City Clerk shall receive compensation in an amount to be set by Council by the Budget Ordinance.

~~[(G)]~~ (F) *Procedure for appointment.* The Mayor shall make the appointment ~~[with]~~ subject to the approval of City Council.

~~[(H)]~~ (G) *Powers and duties.* The City Clerk will be under the general supervision of the ~~[Chief Administrative Officer.]~~ Mayor. Some of the duties inherent in the position are:

- (1) Maintenance and safekeeping of the permanent records of the city as set forth in KRS 83A.085;
- (2) ~~and~~ Performance of duties required of the Official Custodian of the records, [as set forth in Chapter 34.] under the Kentucky Open Records Act (KRS 61.870 to 61.884), KRS 83A.085(3)(b);

~~[(2)] Disburse from petty cash documented purchases.~~

(3) Attest to all official documents where required;

~~[(4) Receive all articles for incorporation in the newsletter for distribution to the printer under the direction of the Mayor, and;]~~

(4) Mail or electronically submit to the Department for Local Government a list containing current city information in accordance with KRS 83A.085(3)(d);

~~[(5) Perform a multitude of related clerical duties related to the operation of the city~~

(5) Post all notices and publish all documents as required by statute or ordinance; and

(6) Perform all other duties and responsibilities required of the City Clerk by statute or ordinance.

~~[(I)] In addition to those other powers and duties set forth herein, the City Clerk shall be responsible for publishing the minutes of the meetings of the City Council as approved by the City Council.~~

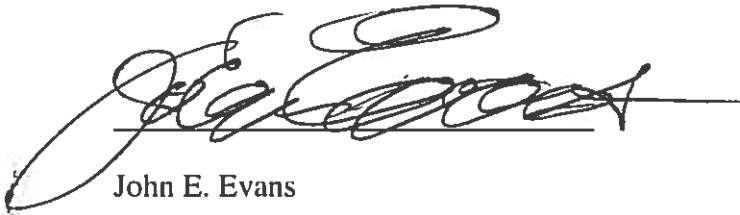
~~[(J)]~~ (H) The office of City Clerk may, with the approval of City Council, be combined with the office of Chief Administrative Officer.

**Section 2.** This Ordinance shall take effect from and after its passage, signing and publication as required by law.

**First Reading this 18<sup>th</sup> day of February, 2019**

**Second Reading this 18<sup>th</sup> day of March, 2019**

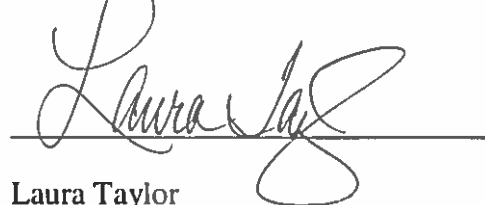
**APPROVED**



John E. Evans  
Mayor, City of Prospect

Date: 3/12/19

**ATTEST:**



Laura Taylor  
City Clerk