

ORDINANCE 02-94
AN ORDINANCE ESTABLISHING NON-ELECTED OFFICES

WHEREAS, the City Council of the City of Grand Rivers, Kentucky, recognizes it is in the best interest of the city to provide proper planning, efficiency, and economy in the management, operation and maintenance of city affairs, water system, and waste water system, and;

WHEREAS, the City recognizes and continue to confirm the merger of Lake City Water and Sewer District with the City of Grand River Water and Sewer System, and;

WHEREAS, the said merger has created a change in work loads, and;

WHEREAS, The City further agrees that certain non-elected offices need to be created in order to manage and control the city's activities effectively, and that pay schedules be established,

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL, GRAND RIVERS, KENTUCKY as follows:

SECTION 1. CREATION OF NON-ELECTED MUNICIPAL OFFICES. All non-elected officer positions heretofore created are henceforth abolished and there is hereby created two non-elected officer positions of City Manager and City Clerk. These shall be the only non-elected officer positions within the city government. The non-elected officers shall be appointed by the Mayor with the approval of the City Council. Non-elected officers may be removed by the Mayor at will, no approval of the City Council is required. The term of each non-elected officer shall be indefinite or until otherwise directed by the Mayor or City Council.

SECTION 2. POWERS AND DUTIES OF NON-ELECTED OFFICERS:

a: CITY MANAGER: Under general executive direction, administers and coordinates general phases of city operations, and serves as Personnel and Financial Planner.

Prepares agenda for all council meetings, attends all regular and special meetings of the council, executes directives of the Mayor. Prepares and presents reports relating to the status of financial, operations and other as directed by the Mayor and/or City Council. Prepares ordinances, resolutions, orders, and policies for council consideration. Plans and directs the budget, personnel policies, police and fire protection, tax assessment and collection, building, parks, and recreation, cemetery, and operations and maintenance of water and sewer departments as directed by the Mayor.

Maintains work schedules for assigned employees in accordance with established policies. Responsible for safety training, job training, and assignment of daily activities of employees under his direction.

Has access to all financial reports and records relating to receipt, deposit, custody and disbursement of all funds according to directives and policies of the Mayor and/or City Council. Is responsible for gathering all information pertinent to writing the budget for each fiscal year. Writes and presents the budget to the Mayor and City Council for approval. Administers the budget as directed by the Mayor. Coordinates purchasing in a manner to assure the best price for materials, supplies and services. Works closely with the City Clerk to coordinate all monetary matters with any private and/or governmental agency. Monitors the financial business relating to the receipt, deposit, custody and disbursement of all funds according to directives and

policies of the Mayor and/or City Council. Assists in planning and implementation of internal controls in accordance with established policies and directives of the Mayor and/or City Council.

b. CITY CLERK: Under general direction of the Mayor unless otherwise directed by the Mayor or City Council. Serves as Clerk of the City Council, custodian of the seal, collects all city receipts; water, sewer, licenses, franchise fees, leases, taxes, donations, grants, and other proceeds. Supervises the financial business relating to the receipt, deposit, custody, and disbursement of all funds according to the directives and policies of the Mayor and/or City Council. Performs bookkeeping for departments of the city. Maintains cemetery records, maps, and trust funds, deeds, recording of same, sale of plots, and other activities as directed by the Mayor. Makes and deposits all funds in accordance with established policies. Custodian of all financial, operational, and administrative records. Maintains and keeps a file of all records in an orderly manner. Responsible for preparing and mailing all tax bills water and sewer bills and any other collections of the city in a timely manner. Performs typing, operates all office and performs other related duties as directed by the Mayor. Prepares payroll, taxroll information for PVA, communications with governmental agencies.

Keeps full and accurate minutes of the Council proceedings in a proper journal kept for that purpose. Prepares all copies of all reports and materials needed for City Council meetings. Advertises ordinances, keeps record of ordinance proceedings and advises accordingly each step to be taken to enact an ordinance. Keeps and maintains a separate journal of all ordinances resolutions, executive orders, municipal orders, and policy manuals. Attends all Regular and Special Council Meetings. Assists in formulating agenda.

Keeps a record of all requests and complaints as presented by each citizen in the absence of the Mayor or City Manager and presents copies to same upon their return. Signs receipts of incoming parcels. Performs any other office, bookkeeping, record keeping, office management, supervisory responsibilities as may be required by the Mayor and/or City Council.

SECTION 3. OATH OF OFFICE. The non-elected officers of City Manager and City Clerk are required to take the oath of office as established in section 228 of the Kentucky Constitution.

SECTION 4. BONDS. Each non-elected officer of City Manager and City Clerk shall be covered by a Fidelity Bond in the amount to be set and approved by the City Council. The City Council shall enlist the advise of accountants, auditors, attorneys, and/or any other professional or advisory persons as is necessary to make their decision.

SECTION 5. COMPENSATION FOR NON-ELECTED OFFICERS. The Office of City Manager shall have a salary of \$32,000 per year. The Office of City Clerk shall have an hourly rate of \$8.00 per hour.

Both officers shall have up to eight (8) paid holidays per year and two (2) weeks paid vacation per year with no carryovers. Holidays shall be established by the Mayor. Vacations shall be scheduled by the City's fiscal year instead of calendar year and will be required to be approved in writing by the Mayor in order to receive pay. The Mayor shall have the authority to deny vacation requests for any reason that is deemed to be in conflict with the best interest of the city business or activities.