

CHAPTER 33: CITY OFFICIALS

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NONELECTED CITY OFFICIALS

§ 33.01 CITY CLERK.

(A) The duties and responsibilities of the City Clerk shall include, but not limited to, the following:

(1) All duties required by law of the City Clerk under KRS 83A.085(3).

(2) Attending all regular and special council meetings, taking minutes and recording proceedings, receiving council approval of minutes, coding and filing minutes, filing ordinances, resolutions, executive orders, municipal orders, contracts, agreements, deeds and other official documents of the city, maintaining all records of council action, incurring their safe keeping, answering inquiries regarding council activities, insuring publication of ordinances, maintaining all records of the city not specifically assigned to other departments or offices and performing all other duties and responsibilities consistent with the position of City Clerk for the city.

(B) The compensation to be paid to the City Clerk shall be as set out in the Classification and Compensation Plan.

(C) The City Clerk shall be required to take the oath of office as prescribed by Section 228 of the Kentucky Constitution.

(D) No bond shall be required of the City Clerk.

(E) the City Clerk shall be appointed by the Mayor with approval of the City Council.

(Ord. passed 9-14-15; Am. Ord. 39, passed 3-9-71; Am. Ord. 46, passed 8-10-71; Am. Ord. 636, passed 10-28-97; Am. Ord. B2012-02, passed 2-14-12)

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Statutory reference:

City Clerk, see KRS 83A.085

§ 33.02 CITY ADMINISTRATOR.

(A) There is hereby created the office of City Administrator of the city.

(B) The powers and duties of this office are hereby established as follows:

(1) The City Administrator shall carry out all duties as stated in the class specification of the City's Classification Plan and other duties lawfully delegated by appropriate order of the executive authority.

(2) The City Administrator shall have the same powers as the executive authority in carrying out such duties.

(C) The oath of office to be executed shall be that set forth in Section 228 of the Constitution of the Commonwealth of Kentucky.

(D) Compensation for this office shall be set in accordance with the City's Compensation and Classification Plan.

(E) The Personnel Policies and Procedures of the City shall apply to this office.

(F) No bond shall be require of the City Administrator.

(G) The City Administrator shall be appointed by the Mayor with approval of the City Council.

(Ord. 621, passed 4-22-97; Am. Ord. B2012-02, passed 2-14-12)

§ 33.03 CHIEF FINANCIAL OFFICER.

(A) There is hereby created a position of Chief Financial Officer for the City of Bardstown, Kentucky.

(B) The duties and responsibilities of the Chief Financial Officer shall include, but not be limited to, the following:

(1) Serving as financial manager for the city, mailing accurate utility bills, tax bills, licenses, and invoices for other revenues; insuring accurate collection, deposit, recording, investment and/or expenditure of revenues, and maintaining purchase order system.

(2) Approving all accounts payable, after insuring accurate invoice for services or products delivered, assisting with budget preparation and administration, supervising payroll preparation and

distribution, administering all insurance programs, including liability, workers compensation, unemployment, health, life, etc.,

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preparing reports or performing special assignments as requested, and performing all other duties and responsibilities consistent with the position of Chief Financial Officer for the City.

(C) The Chief Financial Officer shall be required to take the oath of office as prescribed by Section 228 of the Kentucky Constitution.

(D) A bond shall be required of the Chief Financial Officer.

(E) The compensation to be paid to the Chief Financial Officer shall be set out in the Classification and Compensation Plan.

(F) The Chief Financial Officer shall be appointed by the Mayor with approval of the City Council.

(Ord. 635, passed 10-28-97; Am. Ord. 739, passed 1-8-02; Am. Ord. B2012-02, passed 2-14-12)

§ 33.04 POLICE CHIEF.

(A) There is hereby created the office fo Police Chief of the City of Bardstown, Kentucky.

(B) The duties and responsibilities of the Police Chief shall include, but not be limited to, the following:

(1) Under general executive direction, plans, organizes, directs and coordinates and evaluates all activities and programs of the Police Department to protect individual rights, preserve the peace, prevent and suppress crime, protect life and property, identify and apprehend criminal offenders, and enforce regulatory measures; perform related duties as required. Formulates and enforces departmental policies, regulations, goals and program priorities. Formulates and prescribes work methods and procedures to be followed; takes necessary steps to improve police operations. Makes or reviews all duty assignments within the department. Makes recommendations to the Mayor regarding personnel appointments, promotions, demotions or dismissals. Assists and makes arrests and is required to carry and utilize firearms in the course of duty as a sworn police officer.

(C) The oath of office to be executed shall be that set forth in Section 228 of the Constitution of the Commonwealth of Kentucky.

(D) Compensation for this office shall be set in accordance with the city's Compensation and Classification Plan.

(E) The personnel policies and procedures of the city shall apply to this office.

(F) No bond shall be required of the Police Chief.

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(G) The Police Chief shall be appointed by the Mayor with approval of the City Council.

(Ord. B2012-02, passed 2-14-12)

§ 33.05 FIRE CHIEF.

(A) There is hereby created the office of Fire Chief of the City of Bardstown, Kentucky.

(B) The duties and responsibilities of the Fire Chief shall include, but not be limited to, the following:

(1) Under general executive direction, plans, organizes, directs, coordinates and evaluates all activities and programs of the fire department to provide continuous fire safety, including suppression, inspection and prevention, for the city; performs related duties as required. Formulates departmental operating policies and procedures following consultation with higher authority and subordinate officers to provide the highest degree of fire control and prevention with the personnel and equipment available. Responds to all major alarms; may assume control of the scene upon arrival. The Fire Chief shall appoint other officers as may be necessary for the safe and efficient operation of the department.

(C) The oath of office to be executed shall be that set forth in Section 228 of the Constitution of the Commonwealth of Kentucky.

(D) Compensation for this office shall be set in accordance with the city's Compensation and Classification Plan.

(E) The personnel policies and procedures of the city shall apply to this office.

(F) No bond shall be required of the Fire Chief.

(G) The Fire Chief shall be appointed by the Mayor with approval of the City Council.

(Ord. B2012-02, passed 2-14-12)

ELECTED CITY OFFICIALS

§ 33.15 ELECTION PROCEDURE.

(A) The election of city officers shall be as provided in KRS 83A.050, on a non-partisan basis.

(Ord. 426, passed 5-8-90)

(B) The election of the Mayor and City Council shall be conducted as provided in KRS 83A.043, 83A.045, 83A.047, 83A.170, 83A.175 and KRS 116 to 121.

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(C) The city hereby elects to forgo the conduct of a primary election for the nomination of candidates to city elective office, pursuant to KRS 83A.045(2)(b)(1). All candidates for city elective office shall file their nomination papers with the Nelson County Court Clerk no earlier than the first Wednesday after the first Monday in November of the year preceding the year in which the office will appear on the ballot and no later than the second Tuesday in August before the day fixed by KRS Chapter 118 for holding a regular election for the office. All nomination papers shall be filed no later than 4:00 p.m. local time when filed on the last day on which the papers are permitted to be filed.

(Ord. 711, passed 12-26-00)

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