

**City of Lakeview Heights
385 Circle Drive
Morehead, Kentucky**

Ordinance Number:	3
Date:	July 7, 2004
Revision:	October 7, 2014; September 1, 2020
Merge:	

**AN ORDINANCE RELATING TO APPOINTIVE OFFICERS OF
THE CITY OF LAKEVIEW HEIGHTS**

THE BOARD OF COMMISSION, CITY OF LAKEVIEW HEIGHTS, MOREHEAD, KENTUCKY
DOES ORDAIN AS FOLLOWS:

The appointive officers of the City shall consist of a City Clerk, a City Treasurer, and a Building Inspector. The Mayor may accept applications and present them to the City Commission. Persons to fill these positions must be approved by the City Commission with a motion and roll call vote. In the event of vacancies in these offices, replacements shall be chosen in the same manner as above.

SECTION 1: City Clerk

Duties: After it has been prepared by the Mayor, the Clerk shall type and distribute the monthly meeting Agenda to the Commission prior to each meeting. The Clerk shall provide Commission Meeting Minutes to each member prior to monthly meetings. The Clerk shall be custodian of the Meeting Minutes Book, the Ordinance Book, and other official documents. The office of Treasurer and City Clerk may be held by the same person.

SECTION 2: Treasurer

Duties: The Treasurer shall collect the taxes, maintain the tax records, and file and report all tax-related information that is required by the state and federal governments. The Treasurer shall be responsible for maintaining all records of the assets of the City, paying bills, and maintaining all accounts for the City. The Treasurer shall be bonded. A financial report shall be presented at each monthly City Commission Meeting. The office of Treasurer and City Clerk may be held by the same person.

SECTION 3: Building Inspector

The Building Inspector shall administer and enforce the Zoning Ordinance and other building ordinances adopted by the City. The Building Inspector shall keep records of official actions of his/her office relating to the administration and enforcement of these ordinances, including written records of all complaints and actions taken with regard thereto, all violations discovered with actions taken thereto, and the final disposition of all such matters. These duties may be accomplished through an inter-local government agreement with any city or contracted certified 1-2 family dwelling Building Inspector in the Commonwealth of Kentucky.

This Ordinance shall become effective upon its adoption.

REVISION PASSED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE CITY OF LAKEVIEW HEIGHTS, KENTUCKY, this the 1st DAY OF September BY A VOTE OF 4 AYES AND 0 NAYS.

First Reading: August 6, 2020
Second Reading: September 1, 2020

City of Lakeview Heights

Sam Mason, Mayor

ATTEST:

Amanda R. Mason, City Clerk