

**CITY OF BLUE RIDGE MANOR
ORDINANCE NO. 1
SERIES 2019**

AN ORDINANCE updating the establishment of the Administrative Departments in the City of Blue Ridge Manor. Specifically, Ordinance No.3, Series 2011.

WHEREAS, the City, by and through its elected Officers, are desirous of passing this Ordinance to update the Administrative Departments of the City of Blue Ridge Manor;

NOW THEREFORE, be it ordained by the Commission of the City of Blue Ridge Manor, Kentucky that the following departments are hereby updated in the City of Blue Ridge Manor. The following departments shall be directly supervised by a Commissioner as determined by the entire Commission and said Commissioner shall report monthly to the Commission on the status of the department:

1. DEPARTMENT OF PUBLIC PROPERTY AND FINANCE

DUTIES AND RESPONSIBILITIES:

--The commissioner shall have charge and direction over the following functions:

(A) The Commissioner of Public Property and Finance shall supervise and work in coordination with the City Treasurer/Tax Administrator on all financial accounts of the City;

(B) Shall cause every officer (elected and unelected alike) of the city who receives or disburses money to keep proper accounts and records thereof;

(C) The City Treasurer/Tax Administrator shall be under the supervision of the Commissioner for the Department of Public Property and Finance;

(D) In coordination with the City Treasurer/Tax Administrator shall collect all license fees, franchises or other taxes, rents and monies due to the City of Blue Ridge Manor;

(E) Shall report to the commission all delinquent accounts and outstanding amounts due the City from any source with proposals for remedial action;

(F) Shall have charge and supervision of all property belonging to or used by the city and shall cause and supervise such improvements, repairs and cleaning of city property as may be necessary.

2. DEPARTMENT OF PUBLIC WORKS & SANITATION

DUTIES AND RESPONSIBILITIES:

-- The Commissioner shall have charge and direction over the following functions:

- (A) Streets, sidewalks, including the construction, repairs, improvement and cleaning of public roadways within the city.
- (B) Service, repair and replacement of water and sewer distribution lines and related facilities;
- (C) All matters involving sanitation and recycling, including; the contracting between the city and a third- party provider for sanitation/recycling services and the pick-up of other debris from within the city.

3. DEPARTMENT OF PARKS & RECREATION

DUTIES AND RESPONSIBILITIES:

-- The Commissioner shall have charge, direction and supervision over the following functions:

- (A) Planning and development of Hardesty Park and maintenance of park playground;
equipment and such improvements, repairs and cleaning of city property including the parking area(s), benches, picnic tables, as may be necessary;
- (B) Permits to use park areas;
- (C) Landscaping over park and public areas, general city beautification.

4. DEPARTMENT OF COMMUNITY AFFAIRS AND PUBLIC RECORDS

DUTIES AND RESPONSIBILITIES:

--The Commissioner shall have charge and direction over the following functions:

- Distribution of information to citizens, development and maintenance of newsletter, various forms of distribution of message including but not limited to;
- Public outreach, education;
- Grant procurement/writing;
- City wide events – picnics, concerts, cleanup (Brightside)

5. DEPARTMENT OF PUBLIC SAFETY

DUTIES AND RESPONSIBILITIES:

--The Commissioner shall have charge and direction over the following functions:

(A) Coordination between the fire department and law enforcement within the city including; contracting with a law enforcement agency to provide a specific number of patrol hours in the city.

(B) Oversee and act as a liaison for all matters and activities relating to the occurrence of disaster(s) or emergency and safety situations within the city including, but not limited to, directional signage/lighting and street/front entrance lighting.

FIRST READING THE 25th day of February 2019

SECOND READING THE 25th day of March 2019

PASSED AND APPROVED THE 25th DAY OF March 2019

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

/S/ 
Mayor, City of Blue Ridge Manor, Kentucky

ATTEST: /S/ 
Clerk

Those voting Aye:

Those voting Nay:

Carla Kreitman, Mayor
Hans Klose, Commissioner
Debbie Mills, Commissioner
Ken Conliffe, Commissioner
Porter Lady, Commissioner

None