

CITY OF BROMLEY, KENTUCKY
ORDINANCE NO. 2026-06-10

AN ORDINANCE CREATING THE POSITION OF OFFICE MANAGER/TREASURER; ESTABLISHING THE DUTIES AND COMPENSATION FOR SAID POSITION; ESTABLISHING A TRANSITION COMPENSATION STRUCTURE FOR THE CITY CLERK POSITION; AND FOR OTHER PURPOSES.

WHEREAS, KRS 83A.080 authorizes the City of Bromley to create nonelected city offices by ordinance, which shall specify the title of the office, the powers and duties of the office, the oath of office, and any bond requirement; and

WHEREAS, KRS 83A.130(12) authorizes the City Council to establish all appointive offices and the duties and responsibilities of those offices by ordinance; and

WHEREAS, Section 31.30 of the Bromley Code of Ordinances governs the creation of non-elected city offices and requires that all such ordinances specify the title, powers and duties, oath of office, bond if required, and compensation of the office; and

WHEREAS, the City of Bromley has determined that the efficient administration of city operations requires the creation of a new nonelected office of Office Manager/Treasurer to provide continuity of operations, oversight of city finances, and training support for incoming elected officials and city employees;

WHEREAS, the City further finds that a transitional compensation structure for the Office Manager/Treasurer and the City Clerk positions will allow for appropriate training and succession planning while remaining fiscally responsible; and

WHEREAS, the City Council finds that the creation of this office and the establishment of the provisions set forth herein serves the public interest and the efficient operation of the City of Bromley;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF BROMLEY, KENTUCKY AS FOLLOWS:

SECTION I

There is hereby created the nonelected office of Office Manager/Treasurer for the City of Bromley, Kentucky. The Office Manager/Treasurer shall serve at the pleasure of

the Mayor and shall be appointed by the Mayor with the approval of the City Council in accordance with KRS 83A.080(3) and Section 31.30(B) of the Bromley Code of Ordinances.

SECTION II

The Office Manager/Treasurer shall have the following powers and duties:

(a) **Financial Management.** Maintain all city financial accounts, records, and reports; receive and disburse city funds; prepare financial statements; and perform all duties previously assigned to the City Treasurer, in accordance with applicable state law and the direction of the Mayor.

(b) **Office Management.** Oversee and manage the day-to-day administrative operations of the City office, including supervision of the City Clerk and other office staff.

(c) **Training and Onboarding.** Train and assist newly elected or appointed city officials, including the Mayor and members of the City Council, with respect to city operations, financial procedures, and administrative requirements. Train newly hired office staff, including the City Clerk, to ensure proficiency in their duties.

(d) **Records and Compliance.** Maintain city records as required by law; assist in the preparation of the annual budget; and ensure that city financial practices comply with applicable state statutes and audit requirements.

(e) **Additional Duties.** Perform such other duties as may be assigned by the Mayor from time to time, consistent with applicable law.

SECTION III

Before entering upon the duties of the office, the Office Manager/Treasurer shall take and subscribe the oath of office prescribed by Section 228 of the Kentucky Constitution, swearing to support the Constitution of the United States and the Constitution of the State of Kentucky, and to be faithful and true to the Commonwealth of Kentucky, and to faithfully execute the duties of the office of Office Manager/Treasurer to the best of their ability. The oath shall be filed with the City Clerk.

SECTION IV

The Office Manager/Treasurer shall be required to obtain and maintain a public official surety bond as required by KRS 65.067, in an amount to be determined by the City Council based upon the maximum amount of public funds handled by the Office Manager/Treasurer at any given time during a fiscal year cycle. The premium for said bond shall be paid by the City. The bond shall be conditioned upon the faithful and honest performance of the duties of the office and shall be filed with the City Clerk before the Office Manager/Treasurer assumes the duties of the office.

SECTION V

The compensation for the Office Manager/Treasurer and City Clerk positions shall be established on a transition basis as follows, consistent with KRS 83A.080:

(a) Training Period. During the period in which the Office Manager/Treasurer is actively training a newly hired City Clerk and performing the duties of both positions, the Office Manager/Treasurer shall receive an annual salary of Twenty-Seven Thousand Dollars (\$27,000.00), and the City Clerk shall receive an annual salary of Seven Thousand Dollars (\$7,000.00).

(b) Post-Training Period. Upon a joint written determination by the Mayor and the Office Manager/Treasurer that the City Clerk has achieved sufficient proficiency to independently perform the duties of the position, the annual salary of the Office Manager/Treasurer shall be adjusted to Twenty-One Thousand Dollars (\$21,000.00) and the annual salary of the City Clerk shall be adjusted to Fourteen Thousand Dollars (\$14,000.00). The Mayor shall provide written notice of this transition to the City Council.

The compensation established herein shall be incorporated into the City’s 2026-2027 budget ordinance and all subsequent annual budgets, subject to appropriation by the City Council.

SECTION VI

All ordinances in conflict, or parts thereof, with this ordinance shall be and hereby are repealed to the extent of the conflict.

SECTION VII

The invalidity of any section, sub-section or sentence of this ordinance shall not affect the remainder of the same.

SECTION VIII

This Ordinance shall take effect and be in full force from and after its passage, publication, which may be in summary form, and recording, according to law.

PASSED by the City Council this 10 day of JUNE, 2026.

CITY OF BROMLEY, KENTUCKY

BY: Mike Denham
Mike Denham, Mayor
6/24/2026

FIRST READING 6/10/2026
 YES

NO

SECOND READING 6.25.26

YES

NO

ATTEST: _____

Mark Dyer, City Clerk

Mike Denham

PUBLICATION: 7.2.26