

## **ORDINANCE NO. 2-1-20**


### **AN ORDINANCE AMENDING CHAPTER 31 OF THE OFFICAL CODE OF ORDINANCES OF THE CITY OF BROMLEY REGARDING THE NON-ELECTED OFFICES AND JOB DESCRIPTIONS OF THE CITY TREASURER AND CITY CLERK**

City of Bromley Ordinance No.2-1-20 is an ordinance amending Chapter 31 of the Bromley Code of Ordinances relating to job descriptions of the City Treasurer and City Clerk and it repeals in their entirety the current job descriptions in the City Code.

The ordinance provides for the establishment of the offices, appointments to same, sets forth the duties of the offices, and provides for compensation and requires that persons appointed take the oath required by Section 228 of the Kentucky Constitution and further requires the Treasurer to be bonded.

The ordinance repeals all ordinances which conflict with its provisions, provides that invalidation of any part of the ordinance shall not affect the remainder and provides that the ordinance shall take effect when passed, published and recorded according to law.

I hereby certify that I am an attorney licensed to practice law in the Commonwealth of Kentucky and I have prepared the above summary of City of Bromley Ordinance No.2-1-20 in a way reasonably calculated to inform the public in a clear and understandable manner of the meaning of the ordinance.

  
\_\_\_\_\_  
R. KIM VOCKE  
CITY ATTORNEY  
CITY OF BROMLEY, KENTUCKY

## ORDINANCE NO. 2-1-20

### AN ORDINANCE AMENDING CHAPTER 31 OF THE OFFICAL CODE OF ORDINANCES OF THE CITY OF BROMLEY REGARDING THE NON-ELECTED OFFICES AND JOB DESCRIPTIONS OF THE CITY TREASURER AND CITY CLERK

BE IT ORDAINED BY THE CITY OF BROMLEY, KENTUCKY:

#### SECTION I

That Chapter 31.39 of the Code of Ordinances of the City of Bromley related to the non-elected office and job description of the City Treasurer is repealed in its entirety and replaced by the following provisions:

##### 31.39 CITY TREASURER.

(A) Establishment. The office of City Treasurer is hereby established. This office reports to the Mayor.

(B) Appointment and qualifications. The Mayor, with approval of City Council, shall appoint a City Treasurer who shall be the custodian of all funds of the city. The Mayor may remove the City Treasurer at will. He or she shall have graduated from an accredited high school and shall be chosen on the basis of his or her secretarial and accounting skills.

(C) Duties and powers. The City Treasurer shall perform the following duties:

(1) Receive all monies collected and deposit monies in a recognized depository carrying federal insurance as indicated by Council and/or Ways and Means Chairperson;

(2) Disburse checks and/or monies only upon receipt of a voucher for same;

(3) Keep a regular account of all monies as received, and disburse all monies authorized by the City Council and/or City Clerk. Books shall be kept in accordance with general accounting principles as directed by the City Accountant;

(4) Prepare and submit to City Council monthly financial statements and post the statements to the City's website. These reports will be available to City Council members by the evening prior to the monthly Council meeting;

(5) Prepare and issue checks for the monthly payroll on the Tuesday or Saturday closest to the 15<sup>th</sup> of the month.

(6) Prepare special reports and respond to special request as needed or as requested by the Mayor or Council.

(7) Participate in the annual audit to be performed by an independent auditor decided by City Council and/or the Ways and Means Chairperson. The City Council and/or the Ways and Means Chairperson can call for additional audits as needed;

(8) Be in the city office during regular office hours. Other days will be required for audits and/or special projects.

(9) Archive records on a monthly basis with the City's designated IT firm.



(10) In the absence of the City Clerk the treasurer will open the mail and retrieve all phone messages. Provide notes of the messages to the City Clerk.

(11) Other duties as assigned.

(D) Oath and bond. No person shall be appointed or act as the City Treasurer unless such person has taken the oath required by Section 228 of the Constitution of the Commonwealth of Kentucky, and has provided a bond in the sum as established by City Council, with corporate surety authorized to transact business in the Commonwealth of Kentucky and conditioned upon the performance of the duties specified herein.

(E) Compensation. The compensation of the City Treasurer shall be in an amount to be established by City Council by ordinance.

## **SECTION II**

That Chapter 31.36 of the Code of Ordinances of the City of Bromley related to the non-elected office and job description of the City Clerk is repealed in its entirety and replaced by the following provisions:

### **31.36 CITY CLERK.**

(A) The city hereby establishes the office of the City Clerk. This office reports to the Mayor.

(B) The office of City Clerk may, by ordinance, be combined with any other nonelected city office by inclusion of the title and duties of such office.

(C) Appointment and qualifications. The Mayor, with approval of City Council, shall appoint a City Clerk who shall be the official custodian of all records of the city. The Mayor may remove the City Clerk at will. He or she shall have graduated from an accredited high school and shall be chosen on the basis of his or her secretarial and organizational skills.

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

(1) Keep an accurate record of the proceedings of all regular and special meetings of the city and handle and maintain all correspondence;

(2) Write and sign all money vouchers for approved bills and payments;

(3) Notify the paper, the Mayor and all Council members and post to the website within the legal time a notice of all meetings called by City Council and/or the Mayor;

(4) Sort the mail;

(5) Keep all correspondence, contracts, ordinances and all pertinent documents filed properly;

(6) Post ordinances approved by Council to the website;

(7) Issue yard sale permits;

- (8) Fill in for City Treasurer during his or her absence;
- (9) Type any letters requested by City Council and/or the Mayor;
- (10) Oversee maintenance of the office equipment;
- (11) Prepare address labels as needed for newsletters and the like;
- (12) Archive records on a monthly basis with the City's designated IT firm.
- (13) The City Clerk will be in the office during set business hours, will attend all regular and special council meetings. Other days will be required for audits and/or special projects.
- (14) Other duties as assigned.

(E) Compensation shall be in the amount as established by the City Council from time to time as set forth in ' 31.02.

(F) No person shall be appointed or act as the City Clerk unless such person has taken the oath required by Section 228 of the Constitution of the Commonwealth of Kentucky and has provided bond, if required, with corporate surety authorized to transact business in Kentucky and conditioned upon the performance of the duties specified

### **SECTION III**

All ordinances in conflict herewith are to that extent hereby repealed.

### **SECTION IV**

The invalidity of any section, subsection, or sentence of the ordinance shall not affect the remainder.

### **SECTION V**

This Ordinance shall take effect and be in full force from and after its passage, approval, and publication, according to law.

CITY OF BROMLEY, KENTUCKY

BY:   
MAYOR

FIRST READING 2/5/20

5  
YES

0  
NO

SECOND READING 3/4/20

5  
YES

0  
NO

ATTEST:

Janet M. Gardener  
CITY CLERK

PUBLISHED on Website



### 31.36 CITY CLERK.

(A) The city hereby establishes the office of the City Clerk. This office reports to the Mayor.

(B) The office of City Clerk may, by ordinance, be combined with any other nonelected city office by inclusion of the title and duties of such office.

(C) Appointment and qualifications. The Mayor, with approval of City Council, shall appoint a City Clerk who shall be the official custodian of all records of the city. The Mayor may remove the City Clerk at will. He or she shall have graduated from an accredited high school and shall be chosen on the basis of his or her secretarial and organizational skills.

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

- (1) Keep an accurate record of the proceedings of all regular and special meetings of the city and handle and maintain all correspondence;
- (2) Write and sign all money vouchers for approved bills and payments;
- (3) Notify the paper, the Mayor and all Council members and post to the website within the legal time a notice of all meetings called by City Council and/or the Mayor;
- (4) Sort the mail;
- (5) Keep all correspondence, contracts, ordinances and all pertinent documents filed properly;
- (6) Post ordinances approved by Council to the website;
- (7) Issue yard sale permits;
- (8) Fill in for City Treasurer during his or her absence;
- (9) Type any letters requested by City Council and/or the Mayor;
- (10) Oversee maintenance of the office equipment;
- (11) Prepare address labels as needed for newsletters and the like;
- (12) Archive records on a monthly basis with the City's designated IT firm.
- (13) The City Clerk will be in the office during set business hours, will attend all regular and special council meetings. Other days will be required for audits and/or special projects.
- (14) Other duties as assigned.

(E) Compensation shall be in the amount as established by the City Council from time to time as set forth in ' 31.02.

(F) No person shall be appointed or act as the City Clerk unless such person has taken the oath required by Section 228 of the Constitution of the Commonwealth of Kentucky and has provided bond, if required, with corporate surety authorized to transact business in Kentucky and conditioned upon the performance of the duties specified

### 31.39 CITY TREASURER.

(A) Establishment. The office of City Treasurer is hereby established. This office reports to the Mayor.

(B) Appointment and qualifications. The Mayor, with approval of City Council, shall appoint a City Treasurer who shall be the custodian of all funds of the city. The Mayor may remove the City Treasurer at will. He or she shall have graduated from an accredited high school and shall be chosen on the basis of his or her secretarial and accounting skills.

(C) Duties and powers. The City Treasurer shall perform the following duties:

(1) Receive all monies collected and deposit monies in a recognized depository carrying federal insurance as indicated by Council and/or Ways and Means Chairperson;

(2) Disburse checks and/or monies only upon receipt of a voucher for same;

(3) Keep a regular account of all monies as received, and disburse all monies authorized by the City Council and/or City Clerk. Books shall be kept in accordance with general accounting principles as directed by the City Accountant;

(4) Prepare and submit to City Council monthly financial statements and post the statements to the City's website. These reports will be available to City Council members by the evening prior to the monthly Council meeting;

(5) Prepare and issue checks for the monthly payroll on the Tuesday or Saturday closest to the 15<sup>th</sup> of the month.

(6) Prepare special reports and respond to special request as needed or as requested by the Mayor or Council.

(7) Participate in the annual audit to be performed by an independent auditor decided by City Council and/or the Ways and Means Chairperson. The City Council and/or the Ways and Means Chairperson can call for additional audits as needed;

(8) Be in the city office during regular office hours. Other days will be required for audits and/or special projects.

(9) Archive records on a monthly basis with the City's designated IT firm.

(10) In the absence of the City Clerk the treasurer will open the mail and retrieve all phone messages. Provide notes of the messages to the City Clerk.

(11) Other duties as assigned.



(D) Oath and bond. No person shall be appointed or act as the City Treasurer unless such person has taken the oath required by Section 228 of the Constitution of the Commonwealth of Kentucky, and has provided a bond in the sum as established by City Council, with corporate surety authorized to transact business in the Commonwealth of Kentucky and conditioned upon the performance of the duties specified herein. (E) Compensation. The compensation of the City Treasurer shall be in an amount to be established by City Council by ordinance. (Am. Ord. 6-1-99, passed 7-3-99)