**City of Brownsboro Village**

**Ordinance Number 23-1**

**Duties and Authorities of Elected and Appointed Officials**

An Ordinance to separate all the administrative and service functions of the city into departments and offices, and assign elected and appointed officials responsible for those departments and offices.

**WHEREAS,** in the commission form of government, the City Commission is required by KRS 83A.140(6) to separate all the administrative and service functions of the City into departments by ordinance, and

**WHEREAS,** each department must be placed under the supervision and control of one (1) of the City Commission members at the City Commissioner’s first meeting each year, and

**WHEREAS,** under KRS 83A.160(6), the individual City Commissioners are actually given the authority to exercise certain executive and administrative powers on a day-to-day basis; however, the ultimate authority rests with the City Commission acting as a body, and

**WHEREAS,** the City Commission has the authority to approve the appointment of non-elected city officers, and

**WHEREAS,** all appointed offices and the duties and responsibilities of those offices are established by ordinance in accordance with KRS 83A.130,

**NOW THEREFORE**, be it ordained by the Commissioners of the City of Brownsboro Village, Kentucky that

**Section 1:** Elected officials shall be assigned the supervisory duties for the calendar year indicated as follows:

 Mark W. Joyce, Mayor Finance 2023

 Fay Dorval, Commissioner Community Relations 2023

 Brian Willis, Commissioner Block Watch 2023

 Maryellen Howley, Commissioner Roads & Streets 2023

 Whitney Hankins, Commissioner Sanitation 2023

**Section 2:** Appointed officials shall be assigned the supervisory duties for the calendar year indicated as follows:

Dana Lindley City Clerk 2023

Brian Shanks Treasurer 2023

Meredith Williams Tax Collector 2023

Ben Lowry Ethics Administrator 2023

Carrie Ritsert City Attorney 2023

Given first reading on the 10th day of January 2023. Given second reading and duly enacted by the Commissioners of the City of Brownsboro Village on the 17th day of January 2023.

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 **Mark W. Joyce, Mayor**

**Attest:**

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**Dana Lindley, City Clerk**