**City of Brownsboro Village**

**Ordinance Number 24-1**

**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 2024

Fay Dorval, Commissioner Community Relations 2024

Brian Willis, Commissioner Neighborhood Security 2024

Maryellen Howley, Commissioner Roads & Streets 2024

Whitney Hankins, Commissioner Sanitation 2024

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

Emily Vessels City Clerk 2024

Brian Shanks Treasurer 2024

Meredith Williams Tax Collector 2024

Dana Lindley Ethics Administrator 2024

Carrie Ritsert City Attorney 2024

Given first reading on the 9th day of January 2024. Given second reading and duly enacted by the Commissioners of the City of Brownsboro Village on the 16th day of January 2024.

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**Mark W. Joyce, Mayor**

**Attest:**

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**Emily Vessels, City Clerk**