**City of Brownsboro Village**

**Ordinance Number 25-1**

**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 2025

Fay Dorval, Commissioner Community Relations 2025

Brian Willis, Commissioner Neighborhood Security 2025

Maryellen Howley, Commissioner Roads & Streets 2025

Whitney Hankins, Commissioner Sanitation 2025

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

Emily Vessels City Clerk 2025

Brian Shanks Treasurer 2025

Meredith Williams Tax Collector 2025

Dana Lindley Ethics Administrator 2025

Carrie Ritsert City Attorney 2025

Given first reading on the 14th day of January 2025. Given second reading and duly enacted by the Commissioners of the City of Brownsboro Village on the 21st day of January 2025.

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**Mark W. Joyce, Mayor**

**Attest:**

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**Emily Vessels, City Clerk**