

# **SMITHS GROVE CITY COMMISSION**

## **ORDINANCE NUMBER 11-001 100.40**

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### **ORDINANCE CREATING DEPARTMENTS, PRESCRIBING FUNCTIONS OF THE DEPARTMENTS, AND THE DUTIES AND RESPONSIBILITIES OF THE DEPARTMENT HEADS**

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**WHEREAS**, the Smiths Grove City Commission is required by KRS 83A.140 to classify all administrative and service functions of the city under departments and as the Commission has determined that reconstitution of the currently functioning departments would better serve the needs of the citizens of Smiths Grove;

**WHEREAS**, it is the intent and purpose of the Smiths Grove City Commission by this Ordinance to create said newly constituted departments, and to outline the function thereof, and the duties and responsibilities of the departments heads;

**NOW THEREFORE**, consistent with KRS 83A.060,

**BE IT ORDAINED BY THE CITY OF SMITHS GROVE** that the following departments are hereby created with the functions thereof and the duties and responsibilities of the department heads being as follows:

#### **Police, Public Safety, Health and Welfare:**

The functions of this department shall be to oversee the Smiths Grove Police Department, address all issues of public safety, and to endeavor to promote the general health and welfare of the citizens of the City of Smiths Grove through available programs and other means. The department head shall have the duty to carry out the functions of the department as set forth above, and to report to the Commission at regular meetings and otherwise when the need arises.

#### **Cemetery and Public Grounds:**

The function of this department is to oversee all aspects of the Smiths Grove Cemetery and all other public grounds, buildings etc. owned by the City. This includes but is not limited to providing for all needed sexton services at the cemetery, including the sale of burial lots, being the custodian of the cemetery records, maintaining and updating said records as the need arises, providing for the upkeep and maintenance of the

cemetery and all other public grounds, and reporting all activity related to the cemetery or other public grounds to the Commission at regular meetings and otherwise when the need arises. The department head shall have the duty and responsibility to carry out the functions set forth above.

**Public Works:**

The function of this department shall be to oversee all public works within the City of Smiths Grove and to address all issues related thereto, including serving as the 'City's liaison to all other governmental entities providing public works to the City. This includes but is not limited to overseeing and resolving any issues regarding streets and sidewalks. The department head shall have the duty to carry out the functions of the department as set forth above, and to report to the Commission at regular meetings and otherwise when the need arises.


**Code and Municipal Ordinance Enforcement:**

The function of this department shall be to endeavor to ensure compliance with Smiths Grove City Ordinances and the International Property Maintenance Code, which has been adopted by the City of Smiths Grove. The department head shall have the duty to carry out the functions of the department, serve as the city's liaison to the Warren County Code Enforcement Board, to address all enforcement issues as they arise, and to report to the Commission at regular meetings and otherwise when the need arises.

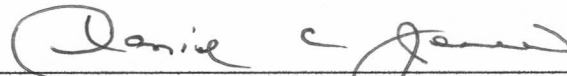
5-0  
Passed on First Reading by roll call vote this 24<sup>th</sup> day of January 2011.

5-0  
Passed by roll call vote and adopted on Second Reading this 28<sup>th</sup> day of February 2011.

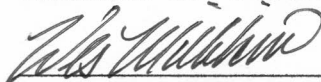
APPROVED:

  
BERT E. HIGGINBOTHAM, MAYOR

ATTEST:

  
DANIEL C. JONES, CITY CLERK

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