

**City of Brownsboro Village  
Ordinance Number 26-1  
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	2026
Fay Dorval, Commissioner	Community Relations	2026
Brian Willis, Commissioner	Neighborhood Security	2026
Maryellen Howley, Commissioner	Roads & Streets	2026
Whitney Hankins, Commissioner	Sanitation	2026

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

Emily Vessels	City Clerk	2026
Brian Shanks	Treasurer	2026
Meredith Williams	Tax Collector	2026
Dana Lindley	Ethics Administrator	2026
Carrie Ritsert	City Attorney	2026

Given first reading on the 13th day of January 2026. Given second reading and duly enacted by the Commissioners of the City of Brownsboro Village on the 20th day of January 2026.

---

**Mark W. Joyce, Mayor**

**Attest:**

---

**Emily Vessels, City Clerk**