

Chapter 115

OFFICERS AND EMPLOYEES

ARTICLE I

Generally

Section 115.010. Officers Appointed. [CC 1985 §2-201; Amended Ord. No. 896, 6-18-1990; Ord. No. 1214 §1, 3-21-2005; Ord. No. 1274 §1, 3-24-2008; Ord. No. 1477 § 2, 10-3-2016]

The Mayor shall, at the first meeting of the City Council in January of each year, by and with the consent of the City Council, appoint the following officers: City Clerk, City Treasurer, Chief of Police/Director of Public Safety, Municipal Court Judge and City Attorney. From time to time and during such times as may be deemed appropriate, the Mayor may, by and with the consent of the City Council, also appoint one (1) or more Deputy City Clerks.

Section 115.015. Deputy City Clerk Office Created. [Ord. No. 1274 §2, 3-24-2008; Ord. No. 1477 § 3, 10-3-2016]

There is hereby created within the City the office and position of Deputy City Clerk, to be appointed at the option of the Mayor, but only by and with the consent of a majority of the City Council. He/she shall serve from the time appointed until the first meeting of the City Council in January of each year, or such shorter period as may be otherwise indicated in the Mayor's appointment, as approved by a majority of the City Council. A Deputy City Clerk shall serve without payment or additional remuneration. The same person may hold the offices of the Deputy City Clerk and City Administrator.

Section 115.020. Qualification — Oath of Office. [R.O. 1924 §17; CC 1985 §2-202]

Except those permitted to be non-residents by State law, the officers appointed under this Article shall be qualified electors of this City under the Constitution and laws of this State. They shall qualify for office by taking and subscribing to the following oath before an officer authorized to administer the same: "I do solemnly swear (or affirm as the case may be) that I will support the Constitution of the United States and the Constitution of the State of Kansas and faithfully perform the duties of (here enter name of office), so help me God."

Section 115.030. Bonds of City Officers. [CC 1985 §2-203; Ord. No. 98, 5-2-1947; Ord. No. 204, 10-15-1956]

Before entering upon the duties of their respective offices, the following officers shall execute and deliver to the City Council for its approval good and sufficient surety bonds in the amounts as hereinafter provided, conditioned upon the faithful and efficient performance of duty in their respective offices: Chief of Police, one thousand dollars (\$1,000.00); City Treasurer, one thousand dollars (\$1,000.00); City Clerk, one thousand

dollars (\$1,000.00); Superintendent of Water and Light Plant, five thousand dollars (\$5,000.00). Any annual premium on such surety bonds shall be paid by the City in the same manner as other bills against the City.

Section 115.040. Office Hours. [CC 1985 §2-204]

The City Clerk shall maintain an office in the City Building and said office shall be open to the public from the hour of 8:00 A.M. to the hour of 5:00 P.M. except on Saturdays, Sundays and legal holidays.

Section 115.050. Duties of Other Officers. [CC 1985 §2-206; Revised, 1961; Ord. No. 1274 §3, 3-24-2008]

A Deputy City Clerk shall serve the City and perform the rights and duties and shall have the full responsibility of the City Clerk upon vacancy of the City Clerk from office, whether because of absence from the City or any other reason. The other officers provided for in this Article or elsewhere in this Code shall perform such duties as may be imposed by ordinance or by law and such further duties as may be provided by the City Council.

Section 115.060. Removal of Officers. [CC 1985 §2-207; Revised, 1961; G.S. Supp. 15-204]

A majority of all the members of the Council may remove any officer appointed under this Article or, the Mayor may suspend any such officer with the consent of the Council.

Section 115.070. Vacancies in Office. [R.O. 1924 §26; CC 1985 §2-208; Ord. No. 1274 §4, 3-24-2008; Ord. No. 1477 § 4, 10-3-2016]

- A. Procedure For Filling Vacancies. All vacancies in the offices provided for in this Article shall be filled until the next City election by appointment by the Mayor, by and with the consent of the City Council; provided that a Deputy City Clerk shall perform the rights and duties of the City Clerk during any vacancy from office until such time a new City Clerk is appointed.
- B. Deadline For Filling Vacancies. The procedure for filling vacancies in the governing body shall apply, provided such vacancies have been filled within the period provided by Kansas law. If a vacancy is not filled within the time allowed, Kansas statutory procedure to fill vacancies shall apply.

ARTICLE II

City Administrator/City Clerk

Section 115.080. City Administrator Office Created. [CC 1985 §2-301; Ord. No. 931, 11-4-1991; Ord. No. 1274 §5, 3-24-2008]

There is hereby created the position of Director of Administration, known as City Administrator, to be appointed by the Mayor and confirmed by a majority of the City Council. He/she shall be appointed on the basis of administrative skill and ability on a contract basis. The same person may hold the offices of City Administrator and City Clerk or Deputy City Clerk.

Section 115.090. Intent. [CC 1985 §2-302; Ord. No. 931, 11-4-1991]

It is the intent of the Governing Body, expressed by this legislation, to provide for the improved coordination of City services and activities.

Section 115.100. Duties and Responsibilities. [CC 1985 §2-303; Ord. No. 931, 11-4-1991]

- A. The following is an exemplary and not exhaustive recital of the duties of City Administrator; in addition to the duties imposed by Statute and/or other ordinances:
1. Review, evaluate, and report to the Mayor and Council with respect to all City services;
 2. Prepare and submit the annual budget to the Governing Body and keep all City Officials fully advised as to the financial condition of the City;
 3. Periodically recommend to the Governing Body such actions as will assure improved functioning of City business except where such responsibilities are committed by law to other City Officials;
 4. Exercise general control over all City purchases and expenditures in accordance with the budget and policies of the City;
 5. Attend all meetings of the Governing Body and report on a regular basis on the status of all matters of concern to the City;
 6. Serve as coordinator and/or mediator in all matters involving multiple department heads or supervisors and subordinates when necessary to achieve consensus and/or resolve conflicts;
 7. Promote and improve the public perception of the City and cause to be taken such actions that improve the welfare and well-being of the citizens;
 8. Promote and improve economic development of the City; and
 9. Perform such other duties as the Governing Body may direct.