

# CHAPTER I. ADMINISTRATION

## ARTICLE 3. CITY ADMINISTRATOR

### SECTIONS

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#### **1-301. CITY ADMINISTRATOR; COMPENSATION.**

- (a) There is hereby created and established the office of city administrator for the City of Leawood, Kansas.
- (b) The city administrator shall receive such compensation as may be determined from time to time by the city council and such compensation shall be payable bi-weekly.

(Ord. 642; 08-06-79)

#### **1-302. APPOINTMENT.** The mayor, with the approval of a majority of the city council, shall appoint the city administrator to serve at the pleasure of the governing body.

(Code 1984)

#### **1-303. QUALIFICATIONS.**

- (a) The person appointed to the office of City Administrator shall be a resident of Johnson County at the time of the effective date of such appointment, and shall be a graduate of an accredited university or college, qualifications and experience in financial and/or administrative fields.
- (b) In the event the office of City Administrator is vacant and an Interim Administrator is appointed to carry out the duties and responsibilities of the City Administrator, all qualifications set forth in Section 1-303, subsection A, shall be waived and shall not be applicable.

(Ord. 642; 08-06-79)

(Ord. 1880C; 12-04-00)

#### **1-304. BOND.** Repealed by Ordinance No. 1758C, November 2, 1998.

**1-305. REMOVAL.** The mayor, with the consent of a majority of the members-elect of the city council, may remove the city administrator from office at any time. If requested by the city administrator, the mayor and city council shall grant the city administrator a public hearing within 30 days following notice of such removal. During the interim, the mayor, with the approval of a majority of the city council, may suspend the city administrator from duty, but shall continue his or her salary for two calendar months following the final removal date, provided, however, that if the city administrator shall be removed for acts of dishonesty or acts of moral turpitude, such salary shall not be continued.

(Ord. 642; 08-06-79)

**1-306. DUTIES.** The City Administrator shall:

- (a) Be the chief administrative assistant to the mayor and as such shall be the administrative officer of the city government. Except as otherwise specified by ordinance or by law of the State of Kansas, the city administrator shall coordinate and generally supervise the operation of all departments of the city;
- (b) Be the purchasing agent for the city, and all purchases or contracts for purchase amounting to less than \$15,000 shall be made under his or her general direction and supervision. Purchases of \$15,000 or more shall be approved by the Governing Body, except for emergency repair or maintenance to city-owned facilities or equipment; or any and all necessary expenditures to carry out the daily operations of the management of IRONHORSE Golf Club. Those emergency repairs or maintenance purchases shall be approved by the city administrator. All purchases made by the city administrator, or his or her designee, shall be in accordance with the purchasing rules and procedures approved by the Governing Body;
- (c) Be the budget officer of the city and with the assistance of all department heads shall assemble estimates of the financial needs and resources of the city for each ensuing year and shall prepare a program of activities within the financial power of the city, embodying in it a budget document with proper supporting schedules and an analysis to be proposed to the Governing Body for their final approval;
- (d) Make quarterly reports to the Governing Body relative to the financial condition of the city. Such reports shall show the financial condition of the city in relation to the budget;
- (e) Prepare and present to the Governing Body an annual report of the city's affairs, including in such a report a summary of reports of department heads and such other reports as the Governing Body may require;

- (f) Act as the personnel officer of the city and shall administer the Personnel Rules and Regulations Administrative Policy including making appropriate changes to the Policy to facilitate the efficient and effective daily operations of the City. The City Administrator shall report any amendment of or changes to the Personnel Rules and Regulations Administrative Policy to the Governing Body as soon as is practical. The City Administrator shall recommend an appropriate pay plan to the Governing Body and, after consultation with department heads, shall approve advancement and appropriate pay increases within the approved pay plan and the position classification system. The City Administrator shall have the power to appoint and remove all subordinate employees of the City subject to the personnel system regulations and shall make recommendations to the Governing Body concerning the appointment and removal of department heads;
- (g) Recommend to the Governing Body adoption of such measures as he or she may deem necessary or expedient for the health, safety, or welfare of the city or for the improvement of administrative services for the city;
- (h) Submit to the Governing Body a proposed agenda for each council meeting at least 72 hours before the time of the regular council meeting;
- (i) Work with all city commissions and committees to help coordinate the work of each;
- (j) Attend all meetings of the Governing Body unless excused by the mayor;
- (k) Supervise the preparation of all bid specifications for services and equipment, and receive sealed bids for presentation to the Governing Body;
- (l) Coordinate federal and state programs which may have application to the city;
- (m) Attend state and regional conferences and programs applicable to the office, and the business of the city, whenever such attendance is directed and approved by the Governing Body;
- (n) Keep full and accurate records of all actions taken by him or her in the course of his or her duties, and he or she shall safely and properly keep all records and papers belonging to the city and entrusted to his or her care in accordance with federal and Kansas state statutes. All such records shall be and remain the property of the city and be open to inspection by the Governing Body at all times;
- (o) Perform any and all other duties or functions prescribed by the Governing Body.

(Ord. 1230C; 07-15-91)  
(Ord. 1877C; 11-06-00)  
(Code 2000)  
(Ord. 2027C; 10-06-03)

**1-307.**

**POWERS.** The City Administrator shall:

- (a) Have responsibility for all real and personal property of the city. He or she shall have responsibility for all inventories of such property and for the upkeep of all such property. He or she shall be responsible to see the city has adequate procedures to insure against major insurable risks;
- (b) Have the power to prescribe such rules and regulations as he or she shall deem necessary or expedient for the conduct of administrative agencies subject to the authority, and he or she shall have the power to revoke, suspend, or amend any rule or regulation of the administrative service except those prescribed by the city council;
- (c) Have the power to sign his or her name to any check issued by the city as a substitute for the signature of the city clerk when the city clerk is not available to provide his or her own signature;
- (d) Have the power to coordinate the work of all the departments of the city, and, at times of an emergency, with the approval of the mayor and acting through the appropriate department heads, shall have authority to assign the employees of the city to any department where they are needed for the most effective discharge of the functions of city government;
- (e) Report on any condition or fact concerning the city government requested by the mayor or city council;
- (f) Have the power to overrule any administrative action taken by a department head, and may thereby supersede him or her in the functions of the office but only with the prior approval of the mayor and in accordance with Kansas statutes;
- (g) Have the power to appear before and address the city council at any meeting;
- (h) Have the authority to enter into and execute, on behalf of the City, all contracts and agreements for goods or services when consideration for each such contract or agreement is less than \$15,000 and is otherwise authorized by the approved budget;
- (i) At no time have the power to supersede any action by the mayor and city council.

(Ord. 642; 08-06-79)

(Code 1984)

(Code 2000)

(Ord. 2027C; 10-06-03)