

ARTICLE 4. OFFICERS AND EMPLOYEES

SECTIONS

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1-401. OFFICERS APPOINTED; DATE. All officers whose position has been established by ordinance including but not limited to: City Clerk, Police Chief, Fire Chief, Public Works Director, Planning/Development Director, Information Services Director, Director of Parks and Recreation, City Attorney, Human Resources Director, and City Treasurer shall be appointed by the City Administrator with the consent of the governing body. Any appointment recommended by the City Administrator shall become effective upon approval by a majority vote of the governing body. The City Clerk shall enter every appointment to office and the date thereof on the journal of proceedings.

(Ord. 1056C; 06-20-88)
(Code 2000)

1-402. OATH OF OFFICE. Officers appointed as herein provided shall qualify for office by taking and subscribing the following oath: "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 _____, so help me God," and securing any bond, certificate or security as may be required by the governing body, if required, to secure the faithful performance of his or her duties.

(Ord. 696; 05-04-81)

1-403. BOND. Repealed by Ordinance No. 1758C, November 2, 1998.

1-404. OFFICERS APPOINTED. The Mayor shall, by and with the consent of the City Council, appoint (a) Municipal Judge(s). Prior to appointment of the Municipal Judge(s), candidates for that position shall be screened in the manner provided by Section 9-106 of the Code.

Officers so appointed shall hold their office until their successors are appointed and qualified. The City Clerk shall enter every appointment to office and the date thereof in the journal of proceedings.

(Ord. 1547C; 12-04-95)

1-405. CITY CLERK. The City Clerk shall:

- (a) Be custodian of all city records, books, files, papers, documents and other personal effects belonging to the city and not properly pertaining to any other office;
- (b) Carry on all official correspondence of the city;
- (c) Attend and keep a record of the proceedings of all regular and special meetings of the governing body;
- (d) Enter every appointment of office and the date thereof in the journal;
- (e) Enter or place each ordinance of the city in the ordinance books after its passage;
- (f) Publish all ordinances, except those appropriating money, and such resolutions, notices and proclamations as may be required by law or ordinance;
- (g) Have charge of the corporate seal of the city;
- (h) Administer oaths for all purposes pertaining to the business and affairs of the city;
- (i) Sign all warrant checks along with the mayor and treasurer;
- (j) Perform such other duties as may be delegated by the governing body or the Kansas statutes.

(Ord. 696; 05-04-81)

(Code 2000)

1-406. CITY TREASURER. The City Treasurer shall:

- (a) Keep a full and accurate financial record of and for the city;
- (b) Publish a quarterly financial statement;
- (c) Be responsible for the receipt of all moneys belonging to the city;
- (d) Deposit all public moneys and sign all checks of the city;
- (e) Pay out the funds of the city upon warrant and checks properly signed by the mayor and city clerk;
- (f) Have the purchasing authority up to and including \$14,999 or less. Purchases exceeding \$14,999 shall be approved by the Governing Body, except for emergency repair or maintenance to city-owned facilities or equipment. Purchases made by the City Treasurer, or his or her designee, shall be in accordance with the purchasing rules and procedures approved by the Governing Body; and

- (g) Perform such other duties as may be delegated by the governing body or the Kansas statutes.

(K.S.A. § 10-803; K.S.A. 12-1608)
(Ord 696; 05-04-81)
(Code 2000)
(Ord. 1879C; 12-04-00)
(Ord. 2028C; 10-06-03)

1-407. CITY ATTORNEY. The City Attorney shall:

- (a) Attend, so far as reasonably possible, all meetings of the governing body;
- (b) Advise the governing body and all officers of the city upon such legal questions affecting the city and its offices as may be submitted to him or her;
- (c) When requested by the governing body, give opinions in writing upon any legal questions;
- (d) Draft such ordinances, contracts, leases, easements, conveyances and other instruments in writing as may be submitted to him or her in the regular transaction of affairs of the city;
- (e) Perform such other duties as may be delegated or appropriate.

(Ord. 696; 05-04-81)
(Code 2000)

1-408. ASSISTANT CITY ATTORNEY. – Repealed by Ordinance No. 1972C.

(Ord. 1569C; 03-25-96)
(Code 2000)
(Ord. 1972C; 12-02-02)

1-409. DIRECTOR OF PUBLIC WORKS. The director of public works shall have the general supervisory control of the operations of the public works department and thereby, the construction, alteration, maintenance and repair of all streets, storm drainage structures, bridges, tunnels, sidewalks, curbs, gutters, public thoroughfares of the city and public property. The director shall review and approve all construction or installation and all plans and specifications relating thereto within public right-of-way, public property and easements dedicated to the city.

(Ord. 696; 05-04-81)
(Code 2000)

1-410. DIRECTOR OF PLANNING AND DEVELOPMENT. The Director of Planning and Development shall serve as administrative officer for enforcement of the City's zoning and subdivision regulations and advisor to the City Planning Commission. The Director shall also examine plans and specifications submitted for permits and certify that such plans comply with the zoning ordinances of the City.

(Code 2000)
(Ord. 1971C; 12-02-02)

1-411.

ASSISTANT CITY CLERK.

Repealed by Ordinance No. 1928C; January 22, 2002

(Ord. 1928C; 01-22-02)

(Ord. 1162C; 05-07-90)

(Code 2000)

1-412.

DIRECTOR OF PARKS AND RECREATION. The Director of Parks and Recreation shall have the general supervisory control of the operation of the parks and recreation department, including parks and facility maintenance, recreation programming, facility development, special events and pool administration. The Director shall also serve as advisor to the Parks and Recreation Advisory Board.

(Ord. 1214C; 04-01-91)

(Code 2000)