

ORDINANCE 2015-02

AN ORDINANCE ESTABLISHING THE POSITION OF 'CITY ADMINISTRATOR' FOR THE CITY OF LEOTI, KANSAS; A POSITION SERVING AT THE PLEASURE OF THE GOVERNING BODY; A MANAGER OF CITY PERSONNEL; AND A POSITION AUTHORITY WITHIN THE CITY OF LEOTI.

BE IT ORDAINED, BY THE GOVERNING BODY OF THE CITY OF LEOTI, KANSAS:

SECTION 1. CITY ADMINISTRATOR; OFFICE; ESTABLISHMENT.

(a) There is hereby created and established the position of City Administrator. Such City Administrator shall be hired by the Leoti City council. He or she shall be responsible for the administration of all of the affairs of the city, shall serve at the pleasure of the governing body.

(b) The City Administrator must be a resident of the City of Leoti, Kansas, or establish residency within ninety (90) days of being hired.

SECTION 2. SAME; POWERS AND DUTIES. Except as otherwise provided by law, the City Administrator shall have the following powers and duties:

(a) To manage, direct, control, and supervise all the administrative departments and services of the city;

(b) To recommend to the governing body and other boards for hiring and discharging appointive officers and employees;

(c) To supervise, direct, and assign the duties of all appointed officers, department heads and employees.

(d) To assist in the preparation and submission of the annual budget of the governing body and keep such body fully, completely, and timely advised as to the financial condition of the city;

(e) To exercise general supervision and control over all city purchases and expenditures in accordance with the budget and such policies as may be established by the governing body;

(f) To care for and manage all city-owned land, property, buildings, and equipment;

(g) To review performance and prepare evaluations and recommend to the governing body a schedule of salaries for all officers and department heads on a yearly basis.

(h) To work with the governing body to develop and prepare short and long-range goals;

(i) To attend all meetings of the governing body and such other meetings of commissions and other organizations as the governing body shall designate and shall regularly report on the status of the city and its services to the governing body;

(j) To perform such other duties as the governing body may assign.

(k) The city administrator may make recommendations to the commissioners on all matters concerning the welfare of the city, and shall have a seat, but no vote, in all of the public meetings of the governing body.

(l) The city administrator has the powers and duties provided by state law and ordinance, including but not limited to, K.S.A. 12-1014

Section 3. INTERIM CITY ADMINISTRATOR. In the event the City Administrator becomes incapacitated and is unable to perform his or her duties, the governing body shall convene at its earliest convenience to appoint an interim City Administrator to perform any and all duties required of the position until such time as the City Administrator has returned to work or the position can be filled on a permanent basis.

Section 4. ORDERS AND REPORTS; RECEPTION AND ISSUANCE THROUGH ADMINISTRATOR'S OFFICE. It shall be the general practice of the governing body to issue all orders and directives, receive reports, and communicate generally with city officers and department heads through the office of City Administrator.

Section 5. COMPENSATION. The city shall pay to the City Administrator during the term of employment an annual salary to be determined by the governing body.

Cheryl Green, Mayor

ATTEST:

Cendy Morcillo, Interim City Clerk

First Reading: February 2nd, 2015

Second Reading: February 17th, 2015

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