

ORDINANCE NO. 1320

AN ORDINANCE AMENDING ORDINANCE NO. 1034 AND SABETHA CITY CODE SECTION 1-301 et. seq. ESTABLISHING THE OFFICE OF CITY ADMINISTRATOR FOR THE CITY OF SABETHA, KANSAS AND DESCRIBING HIS DUTIES AND POWERS.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SABETHA, KANSAS.

SECTION 1. CITY ADMINISTRATOR. There is hereby created and established the office of City Administrator. Such City Administrator shall be appointed by the Governing Body and Mayor and shall be the administrative head of the municipal government.

The City Administrator shall be appointed on the basis of his qualifications and his ability and shall reside in the City of Sabetha.

The City Administrator shall be appointed for an indefinite period and may be discharged by the Governing Body upon 30 days written notice.

SECTION 2. POWERS, DUTIES AND RESPONSIBILITIES OF CITY ADMINISTRATOR. Except as otherwise provided by law or ordinances of the City of Sabetha, the City Administrator shall:

(a) Manage, direct, control, and supervise all the administrative departments and services of the City.

(b) Submit all appointive officers and employees for confirmation and appointment by the Governing Body of the City, except the City Attorney and Municipal Judge.

(c) Supervise, direct, and assign the duties of all appointive officers and employees.

(d) Prepare and submit the annual budget of the Governing Body and keep it fully, completely, and timely advised as to the financial condition of the City and provide for an annual audit.

(e) 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) Recommend to the Governing Body a schedule of salaries for all officers and employees on a yearly basis.

(g) Have the care and management of all City-owned land, property, buildings, and equipment.

(h) Develop and prepare such planning, short-range as well as long-range, as the Governing Body shall request and shall submit such planning to the Governing Body for action. And advise with Planning Commission and report to the Governing Body.

(i) 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) Make such recommendations to the Governing Body as are deemed necessary for effective administration of all city services.

(k) Be responsible for the proper and efficient discharge of the duties of all city administrative officers and employees.

(l) Perform such other duties as the Governing Body may direct.

SECTION 3. ORDERS AND REPORTS. It shall be the general practice of the Governing Body to issue all orders and directives to all city officers and departments and receive reports and communications therefrom through the office of director of administration.

SECTION 4. COMPENSATION AND BOND OF CITY ADMINISTRATOR. The City Administrator shall receive such compensation as the Governing Body shall fix from time to time by ordinance or resolution and shall furnish such surety bond as may be required by the Governing Body by ordinance, the premium to be paid by the City.

SECTION 5. If any phase, clause, paragraph or section of this ordinance is declared unconstitutional or invalid by any court of competent jurisdiction, it is hereby declared that the Governing Body would have enacted the remaining portions of this ordinance without the phrase, clause, paragraph or section so held unconstitutional or invalid.

SECTION 6. This ordinance shall take effect and be in force from and after its publication in The Sabetha Herald.

PASSED AND ADOPTED by the Governing Body of the City of Sabetha, Kansas, this 13th day of April, 1998.

Norman D. Schmitt, Jr.
Mayor

Linda Lehman, City Clerk