

ORDINANCE NO. 434

AN ORDINANCE ESTABLISHING THE OFFICE OF CITY ADMINISTRATOR AND DESCRIBING HIS OR HER DUTIES.

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

Section 1. OFFICE CREATED; APPOINTMENT; QUALIFICATIONS.

There is created and established the office of city administrator. Such city administrator shall be appointed by the mayor by and with the consent of the city council, and he or she shall serve at the pleasure of the council.

The city administrator shall be appointed on the basis of his or her qualifications and ability and must be a resident of the City of Basehor, Kansas.

Section 2. 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 mayor and city council and other boards for hiring and discharging appointive officers and employees;
- (c) To prepare and submit the annual budget of the governing body and keep such body fully, completely and timely advised as to the financial condition of the city;
- (d) To supervise, direct and assign the duties of all appointive officers and employees;
- (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 recommend to the governing body a schedule of salaries for all officers and employees;
- (g) To care for and manage all city-owned land, property, buildings and equipment;
- (h) To 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;
- (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 make such recommendations to the governing body as are deemed necessary for effective administration of all city services;
- (k) To be responsible for the proper and efficient discharge of the duties of all city administrative officers and employees;
- (l) To perform such other duties as the governing body may direct.

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Section 3. 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 to all city officers and departments and receive reports and communications there from through the office of city administrator.

Section 4. COMPENSATION

The city shall pay to the City Administrator during the term of employment an annual salary to be determined by the governing body. The salary shall be payable in installments at the same time as other employees to the city are paid.

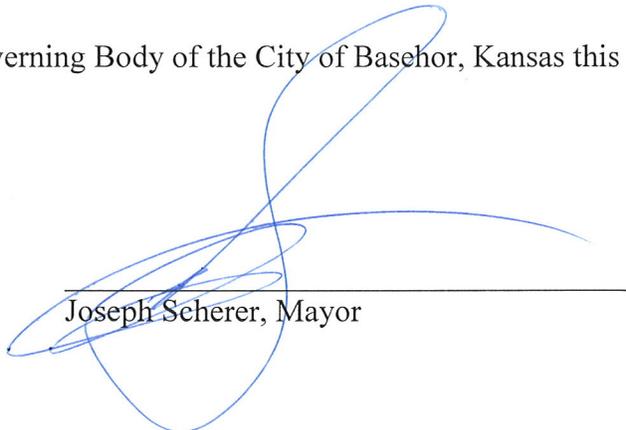
Section 5. SEVERABILITY

If any phrase, 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. EFFECTIVENESS

This ordinance will take effect and be in force from and after its publication in the official city newspaper.

PASSED AND ADOPTED by the Governing Body of the City of Basehor, Kansas this 9th day of February, 2004.



Joseph Scherer, Mayor

Attest:



Mary A. Mogie, City Clerk

