

CHARTER ORDINANCE NO. 38

A CHARTER ORDINANCE AMENDING SECTION 1 OF CHARTER ORDINANCE NO. 25 OF THE CITY OF DERBY, KANSAS, SETTING FORTH THE POWERS AND DUTIES OF THE CITY MANAGER; AND REPEALING ORIGINAL SECTION 1 OF SAID CHARTER ORDINANCE NO. 25.

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

Section 1. Section 1 of Charter Ordinance No. 25 is hereby amended to read as follows:

Powers and duties. The powers and duties of the city manager shall include but not be limited to the following:

- A. To see that the laws and ordinances of the city are enforced;
- B. Subject to the terms of any contract between the city and the city manager, to devote all necessary time and attention to the affairs of the city and be responsible to the governing body and mayor for the efficient administration of its affairs;
- C. To hire and discharge all nonelected city employees, excepting the municipal judge, authorized by the governing body to be hired, at such compensation as may be set or authorized by the governing body. All such employees shall perform their duties subject to the discretion of the city manager or that of the superior to whom such manager may assign such officer or employee; provided, that the city manager may delegate to any other official or employee the authority to hire or discharge any officers or employees so authorized;
- D. To supervise all nonelected city employees, excepting the municipal judge;
- E. To attend all meetings of the governing body with the right to take part in the discussion, but having no vote;
- F. To make recommendations to the governing body governing salary scales, cost of living increases, raises and fringe benefits of nonelected employees;
- G. To be responsible for accounting procedures, billing methods, record keeping and computer programming for the city;
- H. To prepare and submit to the governing body, the annual budget of the city and keep the governing body fully and timely advised as to the financial condition of the city;
- I. To review all insurance policies of the city on an annual basis and make recommendations to the governing body;
- J. To exercise general supervision and control over all city purchases and expenditures in accordance with the city budget and within the guidelines specified by the governing body. Any major deviation (one thousand dollars or more) from the current budget will be coordinated with the governing body prior to purchase or fund commitment;
- K. In conjunction with the planning and park boards, recommend to the governing body workable plans for the city improvements and future developments;
- L. To maintain current knowledge of state and federal financial grants and available assistance from other agencies, and to prepare, submit and monitor financial grants and applications;

M. To serve as public relations officer for the city in contacts with residents and businesses in order to maintain a good relationship between city government, county commissioners, local citizens and businesses;

N. To coordinate the work of all boards and volunteer departments appointed by the governing body;

O. To do and perform such other duties as may be prescribed by ordinance, resolution or direction of the governing body.

Section 2. Section 1 of Charter Ordinance 25 as originally enacted is hereby repealed.

Section 3. This Charter Ordinance shall be published once each week for two consecutive weeks in the official city newspaper.

Section 4. This is a Charter Ordinance, and shall take effect sixty-one days after final publication, unless a sufficient petition for a referendum is filed and a referendum held on the ordinance, as provided in Article 12, Section 5, Subdivision C (3) of the Constitution of the State of Kansas, in which case, the ordinance shall become effective if approved by a majority of the electors voting thereon.

PASSED BY THE GOVERNING BODY, not less than two-thirds of the members elect voting in favor thereof, this 8th day of January, 2002.


Richard D. Standrich, Mayor

ATTEST:


Jean Epperson, City Clerk