

ORDINANCE NO. 192

AN ORDINANCE PROVIDING FOR THE ORGANIZATION OF CERTAIN PERSONNEL AND OFFICERS EMPLOYED OR RETAINED BY THE CITY OF ANDOVER, KANSAS; AND PRESCRIBING SALARY RANGES THEREFOR; AND PRESCRIBING AND OUTLINING THE DUTIES THEREFOR.

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

Section 1. CITY CLERK OR CITY ADMINISTRATOR. The office of City Clerk or City Administrator may be combined by motion of the Governing Body and when so combined the duties of such office shall be all the duties prescribed by statute for a City Clerk in a city of the third class as well as the superintending of all City officers and employees excepting the Mayor and the Governing Body and the co-ordination of the various employees and departments of said City; and shall also include such other duties and specific individual tasks as may be assigned or specified by a majority of the Governing Body elect of said City by motion from time to time. Such officer shall be keeper of the City's seal and the minutes and the records of said City excepting the financial records of said City.

The salary range for such officer, when the offices are combined, shall be not less than \$350.00 per month nor more than \$500.00 per month as prescribed from time to time by the majority of the Governing Body elect of said City.

Section 2. CITY TREASURER. The City Treasurer of said City shall be responsible for maintaining all financial records of said City including appropriation and payroll ordinances, general funds and separate funds and accounts of said City; and the bond register of said City; and such other duties as are prescribed by statute or assigned from time to time by motion of the majority of the Governing Body elect of said City.

The salary range for the City Treasurer shall be not less than \$75.00 per month nor more than \$150.00 per month as determined from time to time by the majority of the Governing Body elect of said City.

Section 3. MUNICIPAL JUDGE. The Municipal Judge shall be responsible for the conduct of the Municipal Court of said City and shall be appointed and serve by designation of the Governing Body as established by statute; and shall be responsible for the maintenance of a court docket and such other records of said court as may be prescribed, by motion, of the Governing Body elect from time to time.

The salary range for the Municipal Judge shall be not less than \$50.00 per month nor more than \$150.00 per month as determined from time to time by the majority of the Governing Body elect of said City.

Section 4. CHIEF OF POLICE. The Chief of Police or Marshall of said City shall be charged with the enforcement of the Ordinances of said City and the protection of property therein; the safety of its inhabitants therein, and shall be in charge of and have supervision of any police officer or assistant marshall of said City; and shall otherwise have such duties as prescribed by statute or by motion of the majority of the Governing Body elect.

The salary range for the Chief of Police shall be not less than \$450.00 per month nor more than \$650.00 per month as determined from time to time by the majority of the Governing Body elect of said City.

Section 5. PUBLIC OFFICER AND INSPECTOR. The Public Officer and Inspector shall be responsible for the operation of all City utilities, including the sanitary and drainage sewer system of said City; and shall be responsible for all building, plumbing, electrical and zoning inspections as well as such inspections or reports as may be requested by the Governing Body or the Board of Health of said City and shall likewise have such separate and individual duties as may, from time to time, be assigned by a majority of the Governing Body elect of said City.

The salary range for the Public Officer and Inspector shall be not less than \$450.00 per month nor more than \$600.00 per month as determined from time to time by the majority of the Governing Body elect of said City.

Section 6. CITY ATTORNEY. The City Attorney shall be responsible for the rendering of legal advice and counsel to the Mayor and City Administrator and to any member of the Governing Body when in session; and shall be responsible for the drafting of various ordinances and resolutions of said City when required by the direction of a majority of the Governing Body elect of said City.

Salary range for the City Attorney shall be not less than \$100.00 per month nor more than \$200.00 per month as determined by motion of a majority of the Governing Body elect from time to time; and in addition to such salary, the City Attorney shall be entitled to legal fees at the standard and regular Bar Association rate for all court appearances and the preparation and filing in the defense of any litigation in which the City is involved excepting municipal court prosecution

for which the City Attorney shall receive \$25.00 for each session of Municipal Court. In addition thereto, the City Attorney shall be charged with the preparation of all bond proceedings and special assessment proceedings and the negotiation and sale of bonds of said City subject to the acceptance of such sale by the majority of the Governing Body elect, and shall be paid such fees for such bond work and work rendered relative to internal improvement projects in said City such as, for example, special assessment ordinances at such rate as will be determined from time to time by the majority of the Governing Body elect of said City.

Section 7. CITY ENGINEER. The City will, from time to time, for each separate engineering project, employ an engineer selected by the majority of the Governing Body elect at and for such fees as may mutually be acceptable to said majority of Governing Body elect and the engineer so selected.

The above Ordinance passed and adopted the 24 day of April, 1973.

Eugene Miller
Mayor

Patricia M. Stuerkel
City Clerk

(SEAL)