

ORDINANCE NO. 2024

AN ORDINANCE CREATING THE OFFICE OF CITY ADMINISTRATOR FOR THE CITY OF BURLINGAME, KANSAS AND PRESCRIBING THE POWERS AND DUTIES OF THE OFFICE.

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

Section 1. CREATION. There is hereby created the position of City Administrator who shall be under the direct supervision of the mayor and council of the city of Burlingame, Kansas. The City Administrator shall be appointed by the Mayor with the consent of the City Council: and shall serve at the pleasure of the Council. The City Administrator shall be appointed on the basis of his or her qualifications and ability. The same person may hold the office of City Clerk and office of City Administrator.

Section 2. POWERS, DUTIES AND RESPONSIBILITIES OF CITY ADMINISTRATOR. The City Administrator shall be the chief administrative officer of the city and shall be responsible to the Mayor and Council for administration of city affairs. He or she shall exercise such responsibilities and execute such duties as are prescribed by state statute and city ordinance, and such other duties and responsibilities as may be lawfully delegated by the Mayor and/or Council. Such prescribed and delegated responsibilities and duties shall include, but not be limited to, the following:

- a) Maintains general administrative and managerial supervision over the various functions, departments, personnel, projects and services of the city of Burlingame, Kansas;
- 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;
- m) Prepares and delivers reports to Council;
- n) Promotes economic development projects;
- o) Investigates and prepares the writing of grants for the city; and
- p) Responsible for organizational development.

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 officer of City Administrator.

Section 4. SEVERABILITY. If any phrase, clause, paragraph or section of this ordinance is declared unconstitutional or invalid by any court of confident 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 5. EFFECTIVENESS. This ordinance will take effect and be in force from and after its publication in the official city newspaper.

PASSED AND APPROVED by the Governing Body of the City of
Burlingame, Kansas, this 15th day of March, 2004.



Raymond Hovestadt, Mayor

ATTEST:



Cheryl Holloway
City Clerk

The Osage County Chronicle

Burlingame, KS 66413

AFFIDAVIT OF PUBLICATION:

STATE OF KANSAS, OSAGE COUNTY,

Kathleen M. Kessinger, Publisher, being first duly sworn deposes and says: That the Osage County Chronicle, a weekly newspaper printed in the State of Kansas, and published in and of general circulation in Osage County, Kansas with a general paid circulation on a yearly basis in Osage County, Kansas, and that said newspaper is not a trade, religious, or fraternal publication.

Said newspaper is a weekly, published at least 50 times a year; has been so published continuously and uninterruptedly in said county and state for a period of more than five years prior to the first publication of said notice; and has been admitted at the post office of Burlingame, Kansas, in said county as second class (periodical) matter. That the attached copy is a true copy thereof and was published in the regular and entire issue of said newspaper for 4-1-04 weeks, the first publication thereof being made as aforesaid on 4-1-04 subsequent publications being made on the following dates:

Kathleen M. Kessinger

Publisher

Subscribed and sworn to before me 4-1-04, 2004

Heather A. Richmond

Notary Public



PUBLIC NOTICE

(Published in the Osage County Chronicle on Thurs. April 1, 2004)

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