

ORDINANCE NO. 2020-02

**AN ORDINANCE OF THE CITY OF FRONTENAC, KANSAS, AUTHORIZING THE GOVERNING BODY TO APPOINT A CITY ADMINISTRATOR AND REPEALING ORDINANCE NUMBER 2016-03.**

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

**Section One. Repeal.**

All prior Ordinances, specifically 2016-03, establishing the position and duties of the City Administrator for the City of Frontenac, Kansas are hereby repealed.

**Section Two. City Administrator; Office; Establishment**

- a) There is created and established the position of City Administrator. Such City Administrator shall be appointed by the governing body and he or she shall serve at the pleasure of the governing body.
- b) At the time of appointment, the City Administrator need not be a resident of the City or the State. The City Administrator shall become a resident of the City within six (6) months after appointment, unless an extension is granted by a majority vote of the city council. The City Administrator must remain a resident of the City while employed in the capacity of City Administrator.
- c) The City Administrator must be at least twenty-one (21) years of age and must devote full time to the City Administrator's duties.
- d) The City Administrator shall receive such compensation as established by the governing body.

**Section Three. Same; Powers and Duties.**

Except as otherwise provided by law, the City Administrator shall have the following powers and duties:

- a) Attend, in so far as possible, 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;
- b) Direct and supervise the administration of all departments, offices and agencies of the City, except as otherwise provided by city ordinance or by law;
- c) Recommend to the council the appointment, promotion, and when necessary for the good of the City, the suspension or termination any city employee. The City Administrator may authorize any department head to suspend subordinates in that person's department, office or agency;
- d) Annually review performance and prepare evaluations of employees on behalf of the City and/or designate an employee to prepare the same;
- e) Prepare and submit a recommended annual budget to the governing body prior to the budgeting process;
- f) Inform the governing body at least monthly in writing of the financial condition of the

- City and its budget status;
- g) Coordinate special projects for the City, including the planning, design, implementation, and evaluation of construction/renovation projects, management studies, introduction of new programs, and various professional services: define the scope of the project; identify and ensure proper allocation of financial, material, and human resources committed to the project; formulate solutions and resolve problems; facilitate implementation of the project; and provide administrative support to the project as needed;
  - h) Oversee professional contractors and/or consultants providing services for City projects; participate in the evaluation and selection of contractors/consultants; interface with and monitor the contractors/consultants to ensure timely and quality completion of projects; facilitate cooperation with the project throughout the organization; and provide information and support as needed;
  - i) Assists the governing body with strategic and long-range planning for the City; participates in planning efforts at the local and regional level; keeps the governing body apprised of developments at the state and federal level that impact the City; monitors pending legislation for impact on the City; oversee compliance with new legislation;
  - j) Care for and manage all City-owned land, property, buildings and equipment;
  - k) Maintain the City's insurance for property, crime (employee theft and securities), inland marine (contractors' equipment), general liability, public officials errors and omissions, automobile, employment practices and business automobile;
  - l) Prepare annual bid specifications to secure quotes for the City's insurance needs as set forth above and make a recommendation to the governing body as to accepting selected bid for coverage;
  - m) Ascertain available federal and state programs and advise the governing body as to the possible grants or other benefits of the programs and prepare and submit application for such grants and benefits as the governing body may direct;
  - n) Make recommendations to the governing body as the City Administrator deems necessary for the most efficient administration of all the city departments and the provision of the maximum benefits to the citizenry;
  - o) Exercise general supervision and control over all City purchases and expenditures within the budgetary limitations and recommend purchasing policies to the governing body;
  - p) To perform such other duties as the governing body may assign.

**Section Four. Same; Interim City Administrator.**

In the event the City Administrator resigns, becomes incapacitated or is unable to perform his or her duties, the governing body shall convene at its earliest convenience to appoint an interim City Administrator to perform any and all duties required of the position until such time as the City Administrator has returned to work or the position can be filled on a permanent basis.

**Section Five. Performance Review.**

It shall be the general practice of the governing body to conduct a performance review of the City Administrator at least once a year. Each performance review shall be made a part of the confidential personnel file of the City Administrator.

**Section Six. Performance Review.**

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**Section Seven. Effective Date.**

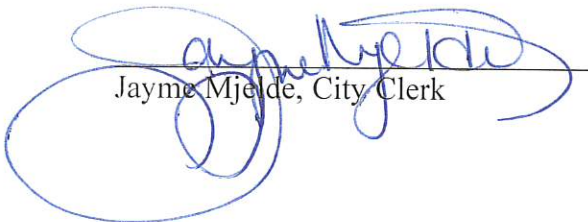
This Ordinance shall take effect and be in force from and after its publication as provided by law in the official City newspaper.

ADOPTED by the Governing Body of the City of Frontenac, Kansas, this 18<sup>th</sup> day of February, 2020.



(SEAL)  
ATTEST:

  
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David Fornelli, Mayor

  
Jayme Mjelde, City Clerk