

(First Published in the Columbus Daily Advocate 20th day of June, 2008)

ORDINANCE NO. 1240

AN ORDINANCE ENACTED BY THE CITY COUNCIL OF COLUMBUS, KANSAS, AMENDING THE CODE OF THE CITY OF COLUMBUS, KANSAS, CHAPTER 1, SECTION 1-410(e), AND ORDINANCE NUMBER 1178, AUTHORIZING THE CITY ADMINISTRATOR TO HIRE PERSONNEL CLASSIFIED IN RANGES 1 THROUGH 6 OF THE CITY'S PAY CLASSIFICATION SYSTEM AND TO REFLECT THE CITY ADMINISTRATOR'S INCREASED SPENDING LIMIT FOR CITY PURCHASES.

WHEREAS, the City Administrator position was established by the Columbus City Council pursuant to Ordinance No. 1178 on October 19, 2005, codified in the Code of the City of Columbus, Kansas, Section 1-405, et. seq., in order to provide positive, long-term benefits to the growth, progress and prosperity of the City of Columbus, Kansas.

WHEREAS, to further improve the efficiency and function of the City and its active departments, the City Administrator shall have authority to hire employees classified in all positions listed in Range 1 through Range 6 of the City's Pay Classification System.

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

SECTION 1: Ordinance Number 1178, Section 8 E), and the Code of the City of Columbus, Kansas, Section 1-410(e), Code 2005, shall be amended.

SECTION 2: New Section 1-410. DUTIES.

a) Administrative Office: The City Administrator shall be the chief administrative officer or agent of and accountable to the Mayor and City Council. Except as otherwise specified by ordinance or by law of the State of Kansas, the City Administrator shall be the purchasing agent for the City of Columbus, Kansas, and all purchases amounting to less than **FOUR THOUSAND DOLLARS (\$4,000.00)** shall be made under his/her general direction and supervision, and all such purchases be made in accordance with purchasing rules and procedures approved by the City Council.

b) Budget: The City Administrator shall be the budget officer of the City of Columbus, Kansas, and, with the assistance of all department heads, shall assemble estimates of the financial needs and resources of the City for each ensuing year and shall prepare, in cooperation with the City's accountant, a program of activities within the financial power of the City, embodying in it a budget document with proper supporting schedules and an

analysis to be submitted as a proposal to the Budget Committee prior to the Committee's recommendation to the Mayor and City Council for final budget approval. The Administrator shall be responsible for the budget's administration after its adoption.

c) Financial Reports: The City Administrator shall provide a financial report to the Mayor and City Council at each regular City Council meeting relative to the financial condition of the City. Such report shall reflect the financial condition of the City in relation to the budget.

d) Annual Report: The City Administrator, in cooperation with the City's accountant, shall prepare an annual report of the City's affairs and present same to the Mayor and City Council at the City Council's first meeting in February of each year, including in such report a summary of reports of department heads and such other reports as the Mayor and City Council may require.

e) Personnel System: The City Administrator shall act as the personnel officer of the City and shall submit proposed revisions and amendments of the position and classification system and pay plan to the Personnel Committee prior to the Committee's recommendation to the Mayor and City Council for final approval. The City Administrator shall consult with the department heads, and submit proposals regarding advancements and appropriate employee pay increases to the Personnel Committee prior to the Committee's recommendation to the Mayor and City Council for final approval. The City Administrator shall maintain updated job descriptions for all job classifications and provide copies of all job descriptions and appropriate personnel file information to the City Clerk. The City Administrator shall make recommendations to the Mayor and City Council concerning hiring and removal of department heads and appointment and removal of appointed officials. **The City Administrator shall have the authority to hire personnel whose positions are classified in Ranges 1 through 6 of the City's Pay Classification System after consulting with the appropriate department head.**

f) Chain of Command: The City Administrator is designated as the primary supervisory and managerial authority regarding all non-elected personnel of the City of Columbus, Kansas, whether they may be employees or appointed officers.

1) All department heads shall have such residual management and supervisory authority over matters of personnel within their departments, as delegated by the City Administrator, either verbally or in the form of written communication.

2) All City employees shall consult with their department heads regarding any matter concerning their employment before consulting with any other person. Should any employee be dissatisfied with the resolution of any matter taken to the department head, said City employee may then take said matter to the City Administrator, but only after notifying his/her department head.

3) The Mayor and City Council members shall not direct City employees or City appointed officials regarding any matter unless specifically authorized herein.

4) In the event that department heads need guidance or direction in regard to their duties or in regard to the supervision and management of personnel, they shall direct any such request to the City Administrator. Only after diligent efforts have been exhausted and they are unable to reach the City Administrator shall they refer said matters to the Mayor. The only matters to be referred to the Mayor in any event shall be those wherein, in the judgment of the department head, conditions create an imminent threat to the health and welfare of persons or property.

5) In the event City employees face circumstances which, in their judgment create an imminent risk to the health and welfare of persons or property, then they shall first make diligent efforts to get in touch with their department heads regarding direction in how to handle said circumstances. After exhaustion of said diligent efforts, and in the event they are unable to reach their department heads, they shall then make every diligent effort to contact the City Administrator. After exhaustion of diligent efforts to reach department heads and the City Administrator, they shall contact the Mayor about guidance and direction.

6) In the event interdepartmental disputes arise, said disputes shall be resolved by the department heads of both departments meeting jointly and in the presence of each other with the City Administrator. If the department heads are unable to reach agreement, then the matter shall be determined by the City Administrator. Any department head who feels that he/she has been aggrieved by the decision of the City Administrator may appeal the City Administrator's decision to the City Council by filing a written notice of appeal with the City Clerk within five (5) working days of the City Administrator's decision; and thereupon the City Council shall hear and decide the dispute between department heads.

SECTION 3. EFFECTIVE DATE. This ordinance shall take effect and be in force from and after publication in the official City newspaper of the City of Columbus, Kansas.

PASSED AND APPROVED. Passed by the City Council of the City of Columbus, Kansas, and approved by the Mayor this 2nd day of June, 2008.


HARLEY MCDANIEL, MAYOR

ATTEST:


JANICE BLANCETT, CITY CLERK

(Seal)