

ORDINANCE NO. 4

AN ORDINANCE RELATING TO APPOINTMENT AND SETTING FORTH DUTIES OF CITY OFFICERS.

Be it ordained by the governing body of The City of Westwood Hills:

1-401 OFFICERS APPOINTED; DATE OF APPOINTMENT. Section 1. The mayor shall, at the first regular meeting of the city council in May of each year, by and with the consent of the council, appoint the following officers: city clerk, city treasurer, city attorney, and city marshal. By and with the consent of the council, he may in addition appoint an assistant marshal, policemen, and street commissioner. The duties shall be as in this article provided, or as provided by other ordinances of the city and the laws of the state.

See # 36 A
1-402 QUALIFICATION; OATH OF OFFICE. Section 2. The officers appointed under this article shall be qualified electors of this city, under the constitution and laws of this state. They shall qualify for office by taking and subscribing the following oath before an officer authorized to administer the same:
" I do solemnly swear (or affirm as the case may be) that I will support the constitution of the United States and the constitution of the State of Kansas, and faithfully perform the duties of _____ So Help Me God."

1-403 DUTIES OF CITY CLERK. Section 3. It shall be the duty of the city clerk to be the custodian of the city records and make and keep a record of all proceedings and meetings of the city council in a minute book. He shall make a record of all ordinances passed by the city council in an ordinance book, and shall cause all such ordinances to be published in the form directed by said city council and as required by law. He shall file all notices of the publication of ordinances passed by the city council and shall file all papers and records, which shall at all reasonable times be open to public inspection.

He shall keep a record of all warrants drawn upon the treasurer of the city, and a full account of all receipts and expenditures of the city. He shall keep a full and accurate account of the bonds issued by the city, and shall record them in a book by number, date, and amount of each individual bond, date of maturity, rate of interest and date of cancellation. He shall carry on all the official correspondence of the city, giving the same prompt attention, and shall present for the consideration of the council all correspondence received and replies given.

He shall cause a record to be kept of the various funds into which said money is paid, and shall see that warrants for the same are duly drawn upon the proper funds. He shall cause receipts to be issued for all moneys received by the city. He shall make quarterly reports to the city council of receipts and expenditures of the city, stating the various funds into which moneys are received, and from which moneys were expended, and the balances remaining in each of the several separate funds.

He shall have charge of the corporate seal of the city and the power to administer oaths for all purposes pertaining to the business and affairs of the city. He shall receive, and audit, all claims and shall present the same for consideration at the next meeting of the city council following the time when they are received.

He shall perform such other and further duties as may be provided by the council.

1-404 DUTIES OF CITY TREASURER. Section 4. The city treasurer shall receive all moneys belonging to said city, giving his receipt therefor, and as to all moneys received by him from any other source than the city clerk he shall give duplicate receipts, causing one of the two to be filed with the city clerk. He shall open a ledger account in a book provided by the city and keep therein a record of all money received and paid out. He shall publish or cause to be published, quarterly statements of the financial records of the city in the manner and style provided by law.

He shall pay out of the funds of the city only upon orders or warrants properly signed by the mayor and city clerk; he shall cancel all orders and warrants as soon as paid and shall file them at the time of making quarterly settlements subject to the inspection of the council in the office of the city clerk, and in cancelling said warrants and orders he shall use a rubber stamp or pen and indelible red ink provided for that purpose by the city council. He shall file with the city clerk a complete report of the receipts and expenditures of the city during the preceding quarter, showing the amounts received, deducted from and the balance in each fund.

He shall make a quarterly settlement with the city council on the fifteenth days of April, July, October, and January for the preceding quarter of each year; settlement shall be kept by him in a special book provided by the city council which shall be endorsed by each member of the council making such settlement, showing the names of members approving or disapproving the same.

He shall deposit all public moneys coming into his hands in his official capacity in a responsible bank or banks within the county (there being no bank within The City of Westwood Hills) after the same have been designated by the mayor and council and after the depository has given bond or security as provided by law. Such deposit shall be made in the name of the treasurer as such officer. He shall perform such other duties as may be required of him by law or ordinance.

1-405 DUTIES OF CITY ATTORNEY. Section 5. (See Ord No 120)

1-406 DUTIES OF CITY MARSHAL. Section 6. It shall be the duty of the city marshal to act as chief of police; he shall, at all times, have power to make arrests with or without process (without process only when he sees the act committed) or to order the arrest of all offenders against the criminal laws of the State of Kansas, or of the city, by day or night; to keep all persons arrested in the city prison, county jail, or other place; to prevent their escape until trial can be had before the proper officer; and to execute all processes issued by the police judge and delivered to him for that purpose. The assistant marshal shall have the same power as the city marshal.

1-407 DUTIES OF STREET COMMISSIONER. Section 7. It shall be the duty of the street commissioner to supervise the keeping in repair of all streets and other public thoroughfares of the city.

He shall cause to be removed from the streets any obstructions such as fallen trees, stones, dead animals, etc., and he shall perform such other duties as may be required by the city council.

1-408 VACANCIES IN OFFICE. Section 8. All vacancies in the offices provided for in this article shall be filled by appointment by the mayor, by and with the consent of the city council. Every appointment to office and the date thereof shall be entered on the journal of proceedings of the council.

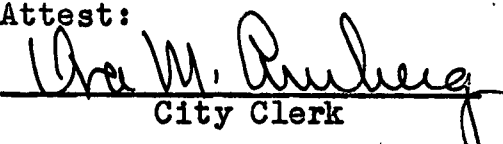
TAKE EFFECT. Section 9. This ordinance shall take effect and be in force from and after its publication.

Passed the city council this 1 day of July 1949.

Approved by the mayor this 7 day of July 1949.


Mayor

Attest:


City Clerk

Published: July 8 1949

Journal Entry at page 3

Dr. M. Rainey
City Clerk