

**ORDINANCE NO. 1102**

**AN ORDINANCE AMENDING CHAPTER I, ARTICLE 3, SECTIONS 1-302, 1-314, 1-315, 1-316, 1-317 AND 1-318 OF THE CODE OF THE CITY OF GREENSBURG, KANSAS AND ADDING SECTIONS 1-319 AND 1-320 TO THE CODE OF THE CITY OF GREENSBURG, KANSAS, UPDATING DEPARTMENT HEAD TITLES, DESIGNATING THE POLICE CHIEF AND FIRE CHIEF DEPARTMENT HEADS AND IDENTIFYING THE OFFICE AND DUTIES OF SUCH, AS DEFINED IN THE ADOPTED POSITION CLASSIFICATION AND PAY PLAN.**

NOW, THEREFORE, be it ordained by the governing body of the City of Greensburg, Kansas:

**SECTION 1.** Sections 1-302, 1-314-320 of the Code of the City of Greensburg Kansas are hereby amended to read as follows:

**"1-302. Department heads; appointment and removal.**

The city administrator shall appoint all city department heads, including the police chief, fire chief, city clerk/treasurer, assistant city clerk, public works superintendent, public works foreman, and convention and tourism director with the advice and consent of the mayor and council. The department head positions appointed by the city administrator are "Employees at Will" and may be removed, with or without cause, from office at any time subject to city personnel policies as adopted by the city council."

(K.S.A. 15-204; C.O. No. 10; C.O. No 13; Code 2007; Ord. 1084, Ord. 1102)

**1-314. Public Works Superintendent; office and duties.**

There is hereby established the office of public works superintendent. The duties of the public works superintendent shall be as follows:

(a) Responsible for managing, directing, coordinating, supervising and inspecting the construction, maintenance, repair and day to day operation of the Electric Distribution, Water Distribution, Sewer System, streets, parks, and drainage systems for the City of Greensburg. Schedules, supervises and trains subordinate personnel, including skilled and unskilled workers in the performance of assigned construction, maintenance and repair functions. Coordinates and communicates with the Public Works Foreman project priorities for task assignments to personnel.

(b) Recommend to the city council projects for the improvement or enlargement of the systems and make such monthly and annual reports as may be required by the mayor and council. Responsible for the department budget and makes recommendations to the City Administrator on annual budget.

(c) Perform such other duties as may be prescribed by ordinance or by the governing body.

(Code 1986, 1-305; Code 2007, Ord. 1102)

**1-315. Public Works Foreman; office and duties.**

There is hereby established the office of public works foreman. The duties of the public works foreman be as follows:

(a) Under the direction of the Public Works Superintendent, the Public Works Foreman performs a wide range of maintenance and improvement activities of the City of Greensburg streets, parks and drainage systems and assists with utility systems maintenance and operations as directed.

(b) Determines the maintenance and construction needs for City public works operations in consultation with the Public Works/Utilities Superintendent.

(c) Perform such other duties as may be prescribed by ordinance or by the governing body.

(Code 1986, 1-306; Code 2007, Ord. 1102)

**1-316. Convention and Tourism Director; office and duties.**

There is hereby established the office of Convention and Tourism Director. The duties of the Convention and Tourism Director shall be as follows:

(a) Manage the charge, care, and operation of the Big Well Museum including annual budget, day to day operations, employment and management of personnel, gift shop inventory, museum exhibits and visitor experience.

(b) Works with the city council appointed Convention and Tourism board to administer the Tourism Fund for community promotion. Prepares agendas, takes minutes, prepares financial reports, and proposes projects for the Convention and Tourism board.

(c) Prepares promotional and advertising materials for Greensburg.

(d) Works to attract conventions, groups, and tourists to Greensburg including developing itineraries, arranging tours and transportation, hotel, dining and meeting locations.

(e) Maintains and updates the city's websites and social media accounts.

(Ord. 1084, Ord. 1102)

**1-317. Police Chief; office and duties.**

There is hereby established the office of Police Chief. The duties of the police chief shall be as follows:

(a) Enforces all federal, state, local laws and ordinances involved with the preservation of law and order. Serves and protects the citizens of Greensburg.

(b) Responsible for direction of police activities including supervising department members, completing administrative tasks of the department, managing department budget, maintains an effective relationship with Federal, State and other local law enforcement and emergencies agencies.

(c) Investigates crimes, collects and preserves evidence, serves as the department's record custodian, prepares reports, fields questions and concerns from the public, makes arrests, and other duties as deemed necessary or assigned.

(Ord. 1102)

**1-318. Fire Chief; office and duties.**

(a) The chief of the fire department shall be under the supervision of the city administrator and shall have immediate superintendency and control over and be responsible for the care and condition of the fire apparatus and equipment. It shall be the chief's duty to see that all such apparatus and equipment is ready at all times for immediate use. It shall also be the chief's duty to submit a written report as to the condition of all fire apparatus and equipment to the governing body annually. The fire chief shall be responsible for the discipline of the members and is hereby given authority to suspend or expel any member for refusal to obey orders or for misconduct or failure to do his or her duty at a fire.

(b) The chief shall also have the right to summon any and all persons present to aid in extinguishing a fire or to aid in removing personal property from any building on fire or in danger thereof and in guarding the same.

(c) At fires the chief shall have full power, control and command of all persons present and shall direct the use of the fire apparatus and equipment, and command the fire fighters in the discharge of their duties. He or she shall take such measures as he or she shall deem proper and necessary in the preservation and protection of property and extinguishing of fires.

(Ord. 1102)

**1-319. Appointment or employment in more than one position.**

The same person may be appointed to more than one appointive office, or employed in more than one department, except that the same person shall not be appointed to incompatible offices. Salaries or wages of such persons shall be prorated between the proper funds of the several offices or departments.

(Code 1986, 1-308; Code 2007, 1-316, Ord. 1084, Ord. 1102)



**1-320. Conflict of interest.**

(a) No city officer or employee shall be signatory upon, discuss in an official capacity, vote on any issue concerning or otherwise participate in his or her capacity as a public official or employee in the making of any contract with any person or business:

(1) In which the officer or employee owns a legal or equitable interest exceeding \$5,000 or five percent, whichever is less, individually or collectively with his or her spouse; or

(2) From which the officer or employee receives, in the current or immediately preceding or succeeding calendar year, any salary, gratuity, other compensation or a contract for or promise or expectation of any such salary, gratuity or other compensation or remuneration having a dollar value of \$1,000 or more; or

(3) In which he or she shall hold the position of officer or director, irrespective of the amount of compensation received from or ownership held in the business.

(b) The prohibitions contained in subsection (a) of this section shall not apply to the following:

(1) Contracts let after competitive bidding has been solicited by published notice; and

(2) Contracts for property or services for which the price or rate is fixed by law.

(K.S.A. 75-4301; Code 1986, 1-309; Code 2007, 1-317; Ord. 1084, Ord. 1102)

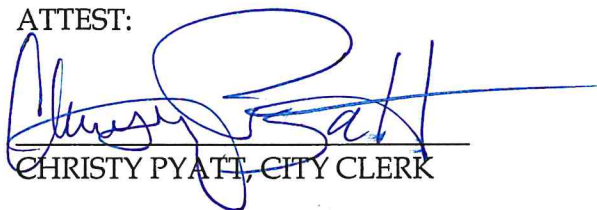
**SECTION 3.** This Ordinance shall take effect and be in force from and after the date of its publication in the official City newspaper.

**ADOPTED** by the Governing Body of the City of Greensburg, Kansas this 16<sup>TH</sup> day of November, 2020.



MATTHEW CHRISTENSON, MAYOR

ATTEST:



CHRISTY PYATT, CITY CLERK