

**ORDINANCE NO. 2024-11**

**AN ORDINANCE AMENDING THE CODE OF THE CITY OF LEON PERTAINING TO OFFICERS AND EMPLOYEES**

**NOW THEREFORE, BE IT ORDAINED** by the Governing Body of the City of Leon:

**SECTION 1:** Article 3 Officers and Employees is to be amended to add Section 1-314 to read as follows.

**1-314. City Manager**

Here it is by code:

**1-315. City Manager.**

- (a) There is hereby created the Office of the City Manager.
- (b) The City Manager shall be hired by the Mayor with the advice and consent of the City Council.
- (c) The City Manager shall be the Chief Administrator and Financial Officer of the City and shall be responsible to the Mayor and Council for administration of the City affairs.
- (d) The City Manager shall exercise responsibilities and duties as prescribed by state statute and City Ordinances and lawfully delegated by the Mayor and/or Council.
  - (1) Overall management, direction and supervision of all departments, agencies and services of the City.
  - (2) Supervise, direct and assign the duties of all appointive officers and employees.
  - (3) Recommend to the Governing Body the hiring and termination of appointed officers.
  - (4) Establish administrative procedures to increase the effectiveness and efficiency of the City.
  - (5) Furnish the general public information on municipal ordinances.
  - (6) Prepare and submit the annual budget to the Council.
  - (7) Keep the Council fully and timely advised as to the financial conditions of the city.
  - (8) 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 Council.
  - (9) Develop and prepare such planning documents as the governing body shall request.
  - (10) Attend all council meetings and be prepared to advise the council on the items for discussion. Attend other meetings as directed by the governing body.

- (11) Cause to have an annual inventory conducted by all departments of the City.
- (12) Provide information to the City Council and make recommendations to the governing body as deemed necessary for the good and efficient operation of the City and its services.
- (13) Maintain current knowledge of State and Federal grant programs, advising the City Council and Mayor of the same and assist to prepare, submit and monitor financial grants and applications.
- (14) To issue orders and directives to all city officers and departments as requested by the Council and receive reports and communications through the manager's office.
- (15) Initiate investigations and conduct inquiries related to citizen complaints concerning the conduct of employees and the quality of municipal services.
- (16) Regularly consult with the Mayor and Council so as to insure continued and open communication on all matters affecting the City.
- (17) Perform such other duties as the Mayor and/or Council may direct.
- (18) When duly appointed, the position of city manager shall be considered a public officer of the city.

And by employment contract:

**SECTION 2: DUTIES**

Employer and Employee hereby agree to employ Jodie Laidler as City Manager of the City of Leon, Kansas, with Employee to perform, functions and duties specified by the law of the State of Kansas and Ordinances of the City of Leon, Kansas and to perform other legally permissible and proper duties and functions as the Governing Body shall from time to time assign.

Governing Body recognizes that City Manager cannot be held responsible for expectations where no legal authority to act exists, and as such agrees to work toward ensuring responsibility is matched with appropriate authority.

**SECTION 2:** Any Ordinances or Code provisions inconsistent herewith are hereby repealed.

**SECTION 3:** This Ordinance shall take effect and be in full force from and after its adoption by the governing body of the City, approval by the Mayor and publication once in the official newspaper of the City. The official newspaper of the City is the city website: [www.cityofleon.org](http://www.cityofleon.org).

**ADOPTED AND PASSED** by the governing body of the City of Leon, Kansas on July 1, 2024, and **APPROVED AND SIGNED** by the Mayor on July 1, 2024.

*Kristina Semisch*  
 KRISTINA SEMISCH, Mayor

ATTEST:

*Jodie Laidler*  
 JODIE LAIDLER, City Clerk

[SEAL]

