ORDINANCE NO. 2195

AN ORDINANCE CONCERNING THE DUTIES OF THE CITY ATTORNEY AND FIXING THE SALARY AND COMPENSATION FOR THE CITY ATTORNEY IN THE CITY OF BELOIT, KANSAS.

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

Section 1: Effective the 1st day of November, 2016, the salary of the City Attorney shall be $4,600.00 per month and shall continue to be paid on a monthly basis.

Section 2: The monthly compensation set out in Section 1 will compensate the City Attorney for the following duties:

(a) Attend meetings of the City Council;
(b) Advise the City Council and all officers of the City upon such legal questions affecting the City and its offices;
(c) Meet regularly with the City Administrator and City Clerk to discuss legal matters affecting the City;
(d) Attend City Department Head meetings as requested by the City Administrator;
(e) Attend other meetings during business hours, as requested by the City Administrator;
(f) Attend Planning Commission meetings as requested by the City Administrator;
(g) Draft and/or review resolutions, contracts, leases, easements, conveyances and other instruments as may be submitted to him/her in the regular transactions of affairs of the City;
(h) Draft, review and approve all ordinances of the City as to form and legality;
(i) Perform other duties which may arise from time to time such as tax exemption applications, special assessments, etc.
(j) Serve as City Prosecutor for the Beloit Municipal Court and draft all necessary pleadings for the Municipal Court; and
(k) Perform those duties as prescribed by the governing body or Kansas statutes.

Section 3. In addition, the City Attorney will be paid at a normal hourly rate of $100.00 per hour for work done on behalf of the City:

(a) Prosecute cases which are appealed from the Municipal Court to District Court, or appealed from the District Court to any other appellate court of the State of Kansas;
(b) Perform work on behalf of the City either prosecuting claims or defending claims involving the City's interest in the District Court or Federal Court;
(c) Appear on behalf of the City before any administrative boards;
(d) Perform services for the City in obtaining funding for major projects including bond issuance; and
(e) Perform services for the City on special or extraordinary legal matters not covered

under Section 2 such as property acquisitions for major projects, rewrite of the City's Comprehensive Plan, or rewrite of the Beloit City Code.

(f) If such services performed pursuant to Section 3(e) are less than $2,000.00, such services must be approved by the City Administrator and Mayor. Services for more than $2,000.00 shall require approval by the City Council.

Section 4: The City will pay for expenses incurred in the City Attorney's attendance at City Attorney continuing legal education seminars. The City Attorney will supply to the City Clerk on a regular basis his/her expenses incurred in representing the City which will include photocopies, long distance phone calls, postage, and any other expenses directly related to the representation of the City.

Section 5: This ordinance hereby repeals Ordinance 2085.

Section 6: This Ordinance shall take effect and be in full force from and after its passage and one publication in the official city newspaper.

PASSED and ADOPTED by the Governing Body and signed by the Mayor this 1st day of November, 2016.

Tom Naasz

Tom Naasz, Mayor

ATTEST:

Amanda J. Lomax

Amanda J. Lomax, City Clerk