

## CHAPTER I. ADMINISTRATION

- Article 1. General Provisions
- Article 2. Governing Body
- Article 3. Officers and Employees
- Article 4. Personnel Policy and Employee Benefits
- Article 5. Oath and Bonds
- Article 6. Open Records
- Article 7. Investment of Idle Funds

---

### ARTICLE 1. GENERAL PROVISIONS

- 1-101. CODE DESIGNATED. The chapters, articles and sections herein shall constitute and be designated as "The Code of the City of Valley Falls, Kansas," and may be so cited. The Code may also be cited as the "Valley Falls City Code." (Code 1983)
- 1-102. DEFINITIONS. In the construction of this code and of all ordinances of the city, the following definitions and rules shall be observed, unless such construction would be inconsistent with the manifest intent of the governing body or the context clearly requires otherwise:
- (a) City - shall mean the City of Valley Falls, Kansas.
  - (b) Code - shall mean "The Code of the City of Valley Falls, Kansas."
  - (c) Computation of Time - The time within which an act is to be done shall be computed by excluding the first and including the last day; and if the last day be a Saturday, Sunday, or legal holiday, that day shall be excluded.
  - (d) County - means the County of Jefferson in the State of Kansas.
  - (e) Delegation of Authority - Whenever a provision appears requiring or authorizing the head of a department or officer of the city to do some act or perform some duty, it shall be construed to authorize such department head or officer to designate, delegate and authorize subordinates to do the required act or perform the required duty unless the terms of the provision designate otherwise.
  - (f) Gender - Words importing the masculine gender include the feminine and neuter.
  - (g) Governing Body - shall be construed to mean the mayor and city council of the city, or those persons appointed to fill a vacancy in the office of mayor or the council as provided in this code.
  - (h) In the city - shall mean and include all territory over which the city now has, or shall hereafter acquire jurisdiction for the exercise of its police powers or other regulatory powers.
  - (i) Joint authority - All words giving a joint authority to three or more persons or officers shall be construed as giving such authority to a majority of such persons or officers.
  - (j) Month - shall mean a calendar month.
  - (k) Number - Words used in the singular include the plural and words used in the plural include the singular.

(l) Oath - includes an affirmation in all cases in which, by law, an affirmation may be substituted for an oath, and in such cases the word "swear" is equivalent to the word "affirm."

(m) Officers, departments, etc. - Officers, departments, boards, commissions and employees referred to in this code shall mean officers, departments, boards, commissions and employees of the city, unless the context clearly indicates otherwise.

(n) Owner - applied to a building or land, shall include not only the owner of the whole but any part owner, joint owner, tenant in common or joint tenant of the whole or a part of such building or land.

(o) Person - includes a firm, partnership, association of persons, corporation, organization or any other group acting as a unit, as well as an individual.

(p) Property - includes real, personal and mixed property.

(q) Real Property - includes lands, tenements and hereditaments, and all rights thereto and interest therein, equitable as well as legal.

(r) Shall, may. - "Shall" is mandatory and "may" is permissive.

(s) Sidewalk means any portion of a street between the curb line and the adjacent property line intended for the use of pedestrians.

(t) Signature, subscription - includes a mark when the person cannot write, when his or her name is written near such mark and is witnessed by a person who writes his or her own name as a witness.

(u) State - shall be construed to mean the State of Kansas.

(v) Street - means and includes public streets, avenues, boulevards, highways, roads, alleys, lanes, viaducts, bridges and the approaches thereto and all other public thoroughfares in the city.

(w) Tenant or occupant - applied to a building or land, shall include any person holding a written or oral lease of, or who occupies the whole or a part of such building or land, whether alone or with others.

(x) Tenses - Words used in the past or present tense include the future as well as the past and present.

(y) Writing or written - may include printing, engraving, lithography and any other mode of representing words and letters, except those cases where the written signature or the mark of any person is required by law.

(z) Year - means a calendar year, except where otherwise provided.  
(Code 1983)

1-103. EXISTING ORDINANCES. The provisions appearing in this code, so far as they are in substance the same as those of ordinances existing at the time of the effective date of this code, shall be considered as continuations thereof and not as new enactments. (Code 1983)

1-104. EFFECT OF REPEAL. The repeal of an ordinance shall not revive an ordinance previously repealed, nor shall such repeal affect any right which has accrued, any duty imposed, any penalty incurred or any proceeding commenced under or by virtue of the ordinance repealed, except as shall be expressly stated therein. (Code 1983)

- 1-105. CATCHLINES OF SECTIONS. The catchlines of the sections of this code printed in capital letters are intended as mere catchwords to indicate the contents of the section and shall not be deemed or taken to be titles of such sections, nor as any part of any section, nor unless expressly so provided, shall they be so deemed when any section, including its catchline, is amended or reenacted. (Code 1983)
- 1-106. PARENTHETICAL AND REFERENCE MATTER. The matter in parenthesis at the ends of sections is for information only and is not a part of the code. Citations indicate only the source and the text may or may not be changed by this code. This code is a new enactment under the provisions of K.S.A. 12-3014 and 12-3015. Reference matter not in parenthesis is for information only and is not a part of this code. (Code 1983)
- 1-107. AMENDMENTS; REPEAL. Any portion of this code may be amended by specific reference to the section number as follows: "Section \_\_\_\_\_ of the code of the City of Valley Falls is hereby amended to read as follows: (the new provisions shall then be set out in full). . ." A new section not heretofore existing in the code may be added as follows: "The code of the City of Valley Falls is hereby amended by adding a section (or article or chapter) which reads as follows: . . . (the new provisions shall be set out in full). . ." All sections, or articles, or chapters to be repealed shall be repealed by specific reference as follows: "Section (or article or chapter) \_\_\_\_\_ of the code of the City of Valley Falls is hereby repealed." (Code 1983)
- 1-108. ORDINANCES. The governing body shall have the care, management and control of the city and its finances, and shall pass all ordinances needed for the welfare of the city. All ordinances shall be valid when a majority of all the members-elect of the city council shall vote in favor. Where the number of favorable votes is one less than required, the mayor shall have power to cast the deciding vote in favor of the ordinance. (K.S.A. 12-3002; Code 2006)
- 1-109. SAME; SUBJECT AND TITLE; AMENDMENT. No ordinance shall contain more than one subject, which shall be clearly expressed in its title; and no section or sections of an ordinance shall be amended unless the amending ordinance contains the entire section or sections as amended and the section or sections amended shall be repealed. (K.S.A. 12-3004; Code 2006)
- 1-110. SAME; PUBLICATION. No ordinance, except those appropriating money, shall be in force until published in the official city newspaper by the city clerk. One publication of any such ordinance shall be sufficient unless additional publications are required by statute or ordinance. The publisher of the newspaper shall prefix such published ordinance by a line in brackets stating the month, day and year of such publication. (K.S.A. 12-3007; Code 2006)
- 1-111. SAME; ORDINANCE BOOK. Following final passage and approval of each ordinance, the city clerk shall enter the same in the ordinance book of the city as provided by law. Each ordinance shall have appended thereto the manner in which

the ordinance was passed, the date of passage, the page of the journal containing the record of the final vote on its passage, the name of the newspaper in which published and the date of publication. (K.S.A. 12-3008; Code 2006)

1-112. RESOLUTIONS, MOTIONS. Except where a state statute or city ordinance specifically requires otherwise, all resolutions and motions shall be passed if voted upon favorably by a majority of a quorum of the city council. (Code 2006)

1-113. CITY RECORDS. The city clerk or any other officer or employee having custody of city records and documents shall maintain such records and documents in accordance with K.S.A. 12-120 to 12-121 inclusive, which is incorporated by reference herein as if set out in full and as provided in the state open records act and the city policy regarding open public records.  
(K.S.A. 12-120:121; Code 1983, 1-109)

1-114. ALTERING CODE. It shall be unlawful for any person, firm or corporation to change or amend by additions or deletions, any part or portion of this code, or to insert or delete pages, or portions thereof, or to alter or tamper with such code in any manner whatsoever which will cause the law of the City of Valley Falls to be misrepresented thereby. This restriction shall not apply to amendments or revisions of this code authorized by ordinance duly adopted by the governing body.  
(Code 1983, 1-110)

1-115. SCOPE OF APPLICATION. Any person convicted of doing any of the acts or things prohibited, made unlawful, or the failing to do any of the things commanded to be done, as specified and set forth in this code, shall be deemed in violation of this code and punished in accordance with section 1-116. Each day any violation of this code continues shall constitute a separate offense.  
(Code 1983, 1-111)

1-116. GENERAL PENALTY. Whenever any offense is declared by any provision of this code, absent a specific or unique punishment prescribed, the offender shall be punished in accordance with this section.

- (a) A fine of not more than \$1,000; or,
  - (b) Imprisonment in jail for not more than 179 days; or,
  - (c) Both such fine and imprisonment not to exceed (a) and (b) above.
- (Code 2006)

1-117. SEVERABILITY. If for any reason any chapter, article, section, subsection, sentence, clause or phrase of this code or the application thereof to any person or circumstance, is declared to be unconstitutional or invalid or unenforceable, such decision shall not affect the validity of the remaining portions of this code.  
(Code 1983, 1-113)

## ARTICLE 2. GOVERNING BODY

- 1-201. GOVERNING BODY. The governing body shall consist of a mayor and five councilmembers to be elected as set out in Chapter 6 of this code. (Code 1983)
- 1-202. SAME; POWERS GENERALLY. All powers exercised by cities of the third class or which shall hereafter be conferred upon them shall be exercised by the governing body, subject to such limitations as prescribed by law. All executive and administrative authority granted or limited by law shall be vested in the mayor and council as governing body of the city. (K.S.A. 12-103; Code 2006)
- 1-203. SAME; MEETINGS. (a) Regular meetings of the governing body shall be held on the first and third Monday of each month at 6:30 p.m. In the event the regular meeting day shall fall on any legal holiday or any day observed as a holiday by the city offices, the governing body shall meet on the next regular working day at the same place and time or cancel the meeting till the next scheduled meeting..  
(b) Special meetings may be called by the mayor or acting mayor, on the written request of any three members of the council, specifying the object and purpose of such meeting, which request shall be read at a meeting and entered at length on the journal.  
(c) Regular or special meetings of the governing body may be adjourned for the completion of its business at such subsequent time and place as the governing body shall determine in its motion to adjourn.  
(K.S.A. 15-106; Ord. 1-214, Secs. 1:2; Code 2006)
- 1-204. SAME; QUORUM. In all cases, it shall require a majority of the councilmembers-elect to constitute a quorum to do business.  
(K.S.A. 15-106; Code 1983, 1-203)
- 1-205. POWERS OF THE MAYOR. The mayor shall preside at all meetings of the governing body. The mayor shall have the tie-breaking vote on all questions when the members present are equally divided. The mayor shall:  
(a) Have the superintending control of all officers and affairs of the city;  
(b) Take care that the ordinances of the city are complied with;  
(c) Sign the commissions and appointments of all officers elected or appointed;  
(d) Endorse the approval of the governing body on all official bonds;  
(e) From time to time communicate to the city council such information and recommend such measures as he or she may deem advisable;  
(f) Have the power to approve or veto any ordinance as the laws of the state shall prescribe;  
(g) Sign all orders and drafts drawn upon the city treasury for money.  
(K.S.A. 15-301:302, 305:306, 308:309; Code 1983, 1-204)
- 1-206. PRESIDENT OF THE COUNCIL. The city council shall elect one of its own body as president of the council. The president of the council shall preside at all meetings of the council in the absence of the mayor. In the absence of both the mayor and the president of the council, the council shall elect one of its members

as "acting president of the council." The president and acting president, when occupying the place of mayor, shall have the same privileges as other councilmembers but shall exercise no veto. (K.S.A. 15-301:311; Code 1983)

1-207. ADMINISTRATIVE POWERS. The governing body may designate whether the administration of a policy or the carrying out of any order shall be performed by a committee, an appointive officer, or the mayor. If no administrative authority is designated it shall be vested in the mayor. (Code 2006)

1-208. VACANCIES IN GOVERNING BODY; HOW FILLED. In case of a vacancy in the council occurring by reason of resignation, death, or removal from office or from the city, the mayor, by and with the advice and consent of the remaining councilmembers, shall appoint an elector to fill the vacancy until the next election for that office. In case any person elected as a councilmember neglects or refuses to qualify within 30 days after election, the councilmember shall be deemed to have refused to accept the office and a vacancy shall exist. The mayor may, with the consent of the remaining councilmembers, appoint a suitable elector to fill the vacancy.

In case of a vacancy in the office of mayor, the president of the council shall become mayor until the next regular election for that office and a vacancy shall occur in the office of the councilmember becoming mayor.  
(K.S.A. 15-201; Code 2006)

1-209. COMPENSATION. Members of the governing body shall receive \$20.00 per meeting as compensation. (Code 2006)

1-210. EXPENSES. Each member of the governing body shall receive for his or her services and as reimbursement for his or her expenses, compensation as follows:

- (a) Mileage at the same rate as is established by law by the state of Kansas for state employees for each mile traveled by the shortest route upon the performance of duties assigned by the mayor and/or council.
- (b) Reimbursement for actual food and lodging expenses upon the performance of duties assigned by the mayor and/or council, provided such expenses shall be documented by proper receipts.

(Code 2006)

1-211. INCORPORATING CODE OF PROCEDURE FOR KANSAS CITIES. There is hereby incorporated by reference for the purpose of establishing a code of procedure for the conduct of city council meetings of the City of Valley Falls, Kansas, that certain code known as the "Code of Procedure for Kansas Cities," Edition of 2004, prepared and published in book form by the League of Kansas Municipalities, Topeka, Kansas, save and except such articles, sections, parts or portions as are hereafter omitted, deleted, modified or changed. No fewer than three copies of said Code of Procedure for Kansas Cities shall be marked or stamped "Official Copy as Incorporated by the Code of the City of Valley Falls, Kansas," with all sections or portions thereof intended to be omitted or changed clearly marked to show any such omission or change and to which shall be attached a copy of this section, and filed with the city clerk to be open to inspection and available to the public at all reasonable hours. (Code 2006)

**ORDINANCE NO. 1-203.1**

**AN ORDINANCE REGULATING REGULAR MEETINGS OF THE GOVERNING BODY OF THE CITY OF VALLEY FALLS, KANSAS AND REPEALING ALL ORDINANCES IN CONFLICT HEREWITH.**

**BE ORDAINED BY THE GOVERNING BODY OF THE CITY OF VALLEY FALLS, KANSAS:**

**MEETINGS.** (a) Regular meeting of the governing body shall be held on the first and third Wednesday of the month at 6:30 p.m. In the event the regular meeting day shall fall on any legal holiday or any day observed as a holiday by the city offices, the governing body shall meet on the next regular working day at the same place and time or cancel the meeting till the next scheduled meeting.

(b) Special meetings may be called by the mayor or acting mayor, on the written request of any three (3) members of the council, specifying the object and purpose of such meeting, which request shall be read at a meeting and entered at length on the journal.


(c) Regular or special meetings of the governing body may be adjourned for the completion of its business at such subsequent time and place as the governing body shall determine in its motion of adjourn.

**REPEAL.** Ordinance No. 1-203 is repealed.

**EFFECTIVE DATE.** This ordinance shall take effect and be in force from and after its publication in the Valley Falls Vindicator, the official city newspaper of the City of Valley Falls, Jefferson County, Kansas.

**PASSED AND APPROVED BY THE GOVERNING BODY THIS 7<sup>TH</sup> DAY OF November, 2007**

**ATTEST:**

  
**DENISE STREETER**  
**CITY CLERK**

  
**SUSAN GREY**  
**MAYOR**

**CODE OF ETHICS.** (a) Declaration of Policy - The proper operation of our government requires that public officials and employees be independent, impartial and responsible to the people; that governmental decisions and policy be made in the proper channels and that the public have confidence in the integrity of its government. In recognition of those goals, there is hereby established a Code of Ethics for all officials and employees, whether elected or appointed, paid or unpaid. The purpose of this code is to establish ethical standards by setting forth those acts or actions that are incompatible with the best interests of the city.

(b) Responsibilities of Public Office - Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of this State and to carry out impartially the laws of the nation, state, and city and thus to foster respect for all government. They are bound to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the long term public interest must be their primary concern. Their conduct in both their official and private affairs should be above reproach.

(c) Dedicated Service - All officials and employees of the city should be responsive to the political objectives expressed by the electorate and the programs developed to attain those objectives. Appointive officials and employees should adhere to the rule of work and performance established as the standard for their positions by the appropriate authority.

Officials and employees should not exceed their authority or breach the law or ask others to do so, and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.

(d) Fair and Equal Treatment - (1) Interest in Appointments. Canvassing of members of the city council, directly or indirectly, in order to obtain preferential consideration in connection with any appointment to the municipal service shall disqualify the candidate for appointment except with reference to positions filled by appointment by the city council.

(2) Use of Public Property - No official or employee shall request or permit the use of city-owned vehicles, equipment, materials or property for personal convenience or profit, except when such services are available to the public generally or are provided as city policy for the use of such official or employee in the conduct of official business.

(3) Obligations to Citizens - No official or employee shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

(e) Conflict of Interest - No elected or appointive city official or employee, whether paid or unpaid, shall engage in any business or transaction or shall have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his or her duties in the public interest or would tend to impair his or her independence of judgment or action in the performance of his or her official duties. Personal as distinguished from financial interest includes an interest arising from blood or marriage relationships or close business or political association.

Specific conflicts of interest are enumerated below for the guidance of officials and employees:



(1) Incompatible Employment - No elected or appointive city official or employee shall engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of his or her official duties or would tend to impair his or her independence of judgment or action in the performance of his or her official duties.

(2) Disclosure of Confidential Information - No elected or appointive city official or employee, shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the city. Nor shall he or she use such information to advance the financial or other private interest of himself, herself or others.

(3) Gifts and Favors - No elected or appointive city official or employee shall accept any valuable gift, whether in the form of service, loan, thing or promise, from any person, firm, or corporation which to his or her knowledge is interested directly or indirectly in any manner whatsoever in business dealings with the city; nor shall any such official or employee (a) accept any gift, favor or thing of value that may tend to influence him or her in the discharge of his or her duties or (b) grant in the discharge of his or her duties any improper favor, service, or thing of value. The prohibition against gifts or favors shall not apply to: (a) an occasional nonpecuniary gift, of only nominal value or (b) an award publicly presented in recognition of public service or (c) any gift which would have been offered or given to him or her if not an official or employee.

(4) Representing Private Interest Before City Agencies or Courts - No elected or appointive city official or employee whose salary is paid in whole or in part by the city shall appear in behalf of private interest before any agency of this city. He or she shall not represent private interests in any action or proceeding against the interest of the city in any litigation to which the city is a party.

(Code 2006)

### Article 3. Officers and Employees

1-306.1 SAME; APPOINTMENT. A qualified person shall be appointed city administrator/clerk for the city by the mayor; such appointment shall be approved by the majority of the city council. The appointment thereafter, shall be made at the second regular meeting of the governing body in January each year.

Passed by the Governing Body, not less than two-thirds of the members elect voting in favor thereof, this 21st day of December , 2016.



Mayor

Attest:



City Clerk

[SEAL]

## ORDINANCE NO. 1-305

### AN ORDINANCE AMENDING THE OFFICE OF CITY ADMINISTRATOR, PROVIDING SELECTION AND FIXING THE DUTIES OF THE OFFICE AND REPEALING SECTION 1-316 OF THE CITY CODE OF THE CITY OF VALLEY FALLS, KANSAS.

**NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF VALLEY FALLS, KANSAS:**

**Section 1.** That City Code of the City of Valley Falls, Kansas shall be amended as follows:

- (a) *Office of City Administrator established.* There is hereby created and established the office of City Administrator for the City.
- (b) *Appointment and tenure.* A qualified person shall be appointed City Administrator by the Mayor. Such appointment shall be approved by a majority of the City Council. The person so appointed shall serve at the pleasure of the Council, for an indefinite term.
- (c) *Qualifications.* The person appointed to the office of City Administrator shall be at least 25 years of age and shall be a resident within United School District 338, Kansas, unless otherwise waived, at the time of the effective date of such appointment; and shall be a graduate of an accredited university or college, majoring in public or municipal administration or shall have the equivalent qualifications and experience in financial, administration and/or public relations fields.
- (d) *Bond.* The City Administrator, before entering upon the duties of his or her office, shall file with the City a bond in the amount of \$100,000.00, such bond shall be approved by the City Council and such bond shall ensure the City for the faithful and honest performance of the duties of the City and for rendering a full and proper account to the City for funds and property which shall come into the possession or control of the City Administrator. The cost of such bond shall be paid by the City; however, should the City Administrator be covered by a blanket bond to the same extent, such individual bond shall not be required.
- (e) *Compensation.* The City Administrator shall receive such compensation as may be determined from time to time by the City Council and such compensation shall be payable bi-weekly.
- (f) *Removal of City Administrator.* The City Administrator shall serve at the pleasure of the City Council. The Mayor, with the consent of a majority of the City Council, may remove the City Administrator from office at will, and such City Administrator may also be removed by a 2/3 vote of the City Council independently of the Mayor's approval or disapproval.
- (g) *Duties.*
  - 1. *Administrative office:* The City Administrator shall be the Chief Administrative Assistant to the Governing Body. Except as otherwise specified by ordinance or by the law of the State of Kansas, the City Administrator shall coordinate and supervise the operation of all departments of the City.
  - 2. *Budget:* The City Administrator shall be the budget officer of the City in accordance with Kansas Statutes and shall assemble estimates of the financial needs and resources of the City for each ensuing year and shall prepare 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 proposed to the Mayor and the City Council for their final approval.
  - 3. *Financial reports:* The City Administrator shall make monthly reports to the Mayor and City Council relative to the financial condition of the City. Such reports shall show the financial conditions of the City in relation to the budget.
  - 4. *Annual report:* The City Administrator shall prepare and present to the Mayor and the City Council an annual report of the City's affairs, including in such report a summary of reports of department heads and such other reports as the Mayor and City Council may require.

5. *Personnel system:* The City Administrator shall act as the personnel officer of the City and shall recommend an appropriate position classification system and pay plan to the Mayor and City Council and administer an appropriate position classification system and pay plan, as approved by the Mayor and City Council. The City Administrator shall supervise employees in the areas of responsibility to involve such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases. Maintains operational control and supervision of all appointed department managers and their departments. The City Administrator, after consultation with department heads, shall approve advancements and appropriate pay increases within the approved pay plans and position classification system. The City Administrator shall have the power to appoint and remove (in accordance with personnel system regulations approved by the City Council) all subordinate employees of the City. The City Administrator shall make recommendations to the Mayor regarding the appointment and removal of all appointive officials of the City.
6. *Policy formulation:* The City Administrator shall recommend to the Mayor and City Council adoption of such measures as he or she may deem necessary or expedient for the health, safety, or welfare of the City or for the improvement of administrative services for the City.
7. *City Council agenda:* The City Administrator shall assist the Mayor in preparing an agenda for each City Council meeting at least 48 hours before the time of the regular Council meeting.
8. *Boards and committees:* The City Administrator shall work with all City boards and committees to help coordinate the work of each.
9. *Attend Council meetings:* The City Administrator shall attend all meetings of the City Council meetings.
10. *Bid specifications:* The City Administrator shall supervise the preparation of all bid specifications for services and equipment, and receive sealed bids for presentation to the City Council.
11. *State and federal aid program:* The City Administrator shall coordinate federal and state programs which may have application to the City.
12. *Conference attendance:* The City Administrator shall attend state and regional conferences and programs applicable to his or her office, and the business of the City, whenever such attendance is directed and approved by the City Council and the Mayor.
13. *Press release:* The City Administrator, in conjunction with the Mayor, shall be responsible for keeping the public informed in the purposes and methods of City government through all available news media.
14. *Record keeping:* The City Administrator shall keep full and accurate records of all actions taken by him or her in the course of his or her duties, and he or she shall safely and properly keep all records and papers belonging to the City and entrusted to his or her care; except as otherwise provided by law, all such records shall be and remain the property of the City and be open to inspection by the Mayor and the City Council at all times.
15. *Sign contracts:* The City Administrator shall sign contracts on behalf of the City after the contract has been approved or authorized by the City Council.
16. *Enforce ordinances:* The City Administrator shall execute and enforce all ordinances of the City.
17. The City Administrator shall perform such other duties as may be described or amended in any City Administrator job description or employment contract.

(h) *Powers.*

1. *City property:* The City Administrator shall have responsibility for all real and personal property of the City subject to his or her authority. He or she shall have responsibility for all inventories of such property and for the upkeep of all such property. Personal property


may be sold by the City Administrator only with approval of the City Council. Real property may be sold only with the approval of the City Council by resolution or ordinance.

**Section 2.** That ordinance 1-316 of the City Code of the City of Valley Falls is hereby repealed.

**Section 3.** Effective Date: This ordinance shall be in full force and effect on and after its passage and publication in the official city newspaper.

  
Jeanette Shipley, Mayor

ATTEST  
(SEAL)

  
Christine Weishaar, City Clerk

### ARTICLE 3. OFFICERS AND EMPLOYEES

- 1-301. APPOINTMENT. The mayor shall appoint, by and with the consent of the council, a municipal court judge, a chief of police, a city clerk, a city treasurer, a city attorney, a fire chief and such other officers as may be deemed necessary. Officers so appointed and confirmed will hold their offices at the pleasure of the mayor and council, and until their successors are appointed and qualified. (C.O. No. 1, Sec. 4)
- 1-302. EMPLOYEES. The mayor shall have authority to hire all other employees, or such authority may be delegated to the respective department heads. (Code 1983)
- 1-303. REMOVAL. (a) A majority of all members elect of the governing body may remove any appointed officer.  
(b) For good cause, the mayor may suspend at any time any appointed officer.  
(c) Employees, other than appointed officers, may be removed by the mayor upon recommendation of the respective department heads.  
(d) No officer or employee shall be removed for any reason until he or she has been given notice and afforded the opportunity for a hearing. (K.S.A. 15-204; Code 1983)
- 1-304. VACANCY IN OFFICE. Whenever a vacancy occurs in any appointive office for whatever reason, the vacancy shall be filled by the governing body. Any person appointed to fill such vacancy shall serve only until the next regular time for appointment. (K.S.A. 15-209; Code 1983)
- 1-305. CITY ADMINISTRATOR OFFICE ESTABLISHED. *See Ord 1-305* There is created and established the office of City Administrator for the City of Valley Falls. (Ord. 1-316, Sec. 1)
- 1-306. SAME; APPOINTMENT. A qualified person shall be appointed city administrator/clerk for the city by the mayor; such appointment shall be approved by the majority of the city council. The appointment thereafter, shall be made at the first regular meeting of the governing body in May each year. (Ord. 1-316, Sec. 2)
- 1-307. SAME; COMBINED OFFICES. The mayor and city council may appoint one person to two or more city offices when the duties of such offices shall not be incompatible according to Kansas Statutes. (Ord. 1-316, Sec. 3)
- 1-308. SAME; COMPENSATION. The city administrator shall receive such compensation as may be determined from time to time by the city council. (Ord. 1-316, Sec. 4)
- 1-309. SAME; RESIDENCE. The city administrator shall be a resident or become a resident of the city within a reasonable time after appointment to the position of city administrator/clerk. (Ord. 1-316, Sec. 5)

1-310.

SAME; DUTIES. (a) Budget: The city administrator shall be the budget officer of the city 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 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 proposed to the mayor and city council for their final approval. The city administrator/clerk shall be responsible for the budget administration after its adoption.

(b) Financial Reports: The city administrator/clerk shall make monthly reports to the mayor and city council relative to the financial condition of the city. Such reports shall show the financial condition of the city in relation to the budget.

(c) Annual Report: The city administrator/clerk shall prepare and present to the mayor and city council an annual report of the city's affairs, including in such report a summary of reports of department heads and such other reports as the mayor and city council may require.

(d) Personnel System: The city administrator/clerk shall act as personnel officer of the city and shall recommend an appropriate position and classification system and pay plan to the mayor and city council, supervise, direct, and assign the duties of all appointive offices and employees.

(e) Purchasing: The city administrator/clerk shall exercise general supervision and control over all city purchases and expenditures with approval of the city council in accordance with the budget and such policies as may be established by the governing body. Shall have the care and management of all city owned land, property, buildings, and equipment.

(f) Policy Formulation: The city administrator/clerk shall recommend to the mayor and city council adoption of such measures as he or she may deem necessary or expedient for the health, safety, or welfare of the city or for the improvement of administrator services for the city.

(g) City Council Agenda: The city administrator/clerk shall submit to the mayor and city council a proposed agenda for each council meeting at least 24 hours before the time of the regular council meeting.

(h) Council and Commission Meetings: The city administrator/clerk shall attend all council meetings and be permitted to participate in the discussion of items before the council without voting power. He or she shall also attend, when reasonably possible, the meetings of the standing council committees and duly elected or appointed boards and commissioners of the city and provide staff support hereto.

(i) State and Federal Programs: The city administrator/clerk shall coordinate federal and state aid programs which may have application to the city.

(j) Records: The city administrator shall keep full and accurate records of all actions taken by him or her in the course of his or her duties, and he or she shall safely and properly keep all records and papers belonging to the city and entrusted to his or her care in accordance with federal and Kansas state statutes. All such records shall be and remain the property of the city and be open to inspection by the mayor and city council at all times. The city administrator/clerk shall record all deeds and street and alley vacations and see that all vehicle registrations are current all of which will be kept on file in the office of the city administrator.

(k) Permits and Leases: Building permits shall be issued by the city administrator/clerk on approval by the zoning board and the city council, assuring all city codes are being followed.

(l) Planning: The city administrator/clerk shall make long and short term planning recommendations to the mayor and city council. He or she shall report any condition or fact concerning the city government requested by the mayor or city council.

(m) Insurance: The city administrator/clerk shall review insurable risks semi-annually, be responsible to see the city has adequate insurance to insure against major insurable risks.

(n) Investments: The city administrator/clerk shall keep current on investment practices and advise the council on investment of city funds.

(o) Bonded: The city administrator/clerk shall be bonded by the city.

(p) Inquiries and Complaints: The city administrator/clerk shall receive and respond to inquiries and complaints in a professional manner. He or she shall respond to complaints on the required forms provided for such in the city offices.

(q) Miscellaneous: In addition to the foregoing duties, the city administrator/clerk shall perform any and all other duties or functions prescribed by the mayor and city council. At no time shall the duties or powers of the city administrator/clerk supersede the action by the mayor and city council.

(Ord. 1-316, Sec. 6)

1-311.

CITY TREASURER. The city treasurer shall:

(a) Keep a full and accurate record of all money received and paid out in a ledger book provided by the governing body;

(b) Publish an annual financial statement;

(c) Deposit all public moneys and sign all checks of the city;

(d) Pay out city funds only upon orders or warrants properly signed by the mayor and city clerk;

(e) Perform such other duties as may be prescribed by the governing body or the Kansas statutes.

(K.S.A. 10-803; K.S.A. 12-1608; Code 2006)

1-312.

CITY ATTORNEY; OFFICE; DUTIES. There is hereby established the office of city attorney. No person shall be eligible for the office of city attorney who is not an attorney at law admitted to practice in the Supreme Court of the State of Kansas. The city attorney shall be charged with the general direction and supervision of the legal affairs of the city. The city attorney shall:

(a) Attend meetings of the city council when so directed to attend by the council;

(b) Advise the city council and all officers of the city upon such legal questions affecting the city and its offices as may be submitted to him or her;

(c) When requested by the city council give opinions in writing upon any such questions;

(d) Draft such ordinances, contracts, leases, easements, conveyances and other instruments in writing as may be submitted to him or her in the regular transaction of affairs of the city;

(e) Approve all ordinances of the city as to form and legality;



- (f) Attend planning commission and board of zoning appeals meetings when so directed by the boards;
  - (g) Appear and prosecute all violations of city ordinances in municipal court when his or her services shall be required;
  - (h) Perform such other duties as may be prescribed by the governing body and the Kansas statutes.
- (Code 1983, 1-310)

1-313. CITY ENGINEER. The city engineer shall be a licensed professional engineer in the State of Kansas. He or she shall be responsible for:

- (a) The design and specifications for all city streets, sewers, water lines, public buildings, and other public facilities;
  - (b) The inspection of all public works projects, including streets, sewers, water lines and other public facilities;
  - (c) The general supervision of the maintenance and repair of all public facilities.
- (Code 2006)

1-314. 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 2006)

1-315. 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 \$5,000.00 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 \$1,000.00 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 2006)

## **ORDINANCE No. -1-401.1**

**AN ORDINANCE** establishing uniform personnel policies and guidelines for employees of the City of Valley Falls; and incorporating by reference the document entitled "City of Valley Falls Personnel Policies and Guidelines".

**BE IT ORDAINED** by the Governing Body of the City of Valley Falls, Kansas:


**SECTION 1.** It is hereby deemed necessary and proper to establish uniform policies and guidelines for all personnel employed by the City of Valley Falls, Kansas.

**SECTION 2.** There is hereby incorporated by reference for the purpose of establishing employee personnel policies and guidelines the document entitled "City of Valley Falls Personnel Policies and Guidelines" not less than three (3) copies of said document shall be marked or stamped "Official Copy as adopted by Ordinance No. 1-401.1" and there shall be an attached copy of this Ordinance. Said official copies shall be filed with the City Clerk and shall be open to inspection and available to the public during office hours. All departments of the City shall be supplied with copies of such rules and regulations as may be deemed necessary.

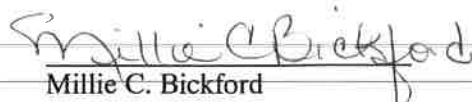
**SECTION 3. REPEAL.** Ordinance No. 1-212 is repealed.

**SECTION 4.** This ordinance shall be in force and take effect after its publication in the official city newspaper.

Passed and approved by the Governing Body of the City of Valley Falls, Kansas this 16th day of December, 2009.

  
Charles Stutesman  
Mayor

**ATTEST:**

  
Millie C. Bickford  
City Clerk

#### **ARTICLE 4. PERSONNEL POLICY AND EMPLOYEE BENEFITS**

- 1-401.       **PERSONNEL POLICIES AND GUIDELINES.** There is hereby incorporated by reference for the purpose of establishing employee personnel rules and regulations the document entitled "Uniform Personnel Policies and Guidelines for the City of Valley Falls." No fewer than three copies of said document shall be marked or stamped "Official Copy as adopted by the Code of the City of Valley Falls" and which there shall be attached a copy of this section. Said official copies shall be filed with the city clerk and shall be open to inspection and available to the public at all reasonable hours. All departments of the city shall be supplied with copies of such rules and regulations as may be deemed necessary.  
(Ord. 1-212, Sec. 2; Code 2006)

## ARTICLE 5. OATHS AND BONDS

1-501. OATH. All officers and employees of the city, whether elected or appointed, either under the laws of the State of Kansas or ordinances of the city, shall before entering upon the duties of their respective offices, take and subscribe an oath or affirmation as follows:

Oath: "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 discharge the duties of \_\_\_\_\_ (here enter name of office or position). So help me God."

Affirmation: " I do solemnly, sincerely and truly declare and affirm that I will support the Constitution of the United States and of the State of Kansas and faithfully discharge the duties of \_\_\_\_\_ (enter name of office or position). This I do under the pains and penalties of perjury.  
(K.S.A. 75-4308, 54-104, 54-106; Code 2006)

1-502. OATHS FILED. All officers and employees required to take and subscribe or sign an oath or affirmation shall be supplied the forms for the purpose at the expense of the city and upon taking and subscribing or signing any such oath or affirmation, the same shall be filed by the city clerk. (Code 1983, 1-312)

1-503. BONDS REQUIRED. (a) The following city officers shall each, before entering upon the duties of his or her office, give a good and sufficient corporate surety bond to the city. The bond shall be in the following amount, to wit:

- (1) City treasurer - \$10,000;
- (2) City clerk - \$10,000;
- (3) Clerk of municipal court - \$1,000;
- (4) Judge of municipal court - \$1,000.

(b) The governing body may provide for the coverage by blanket bond of such officers and employees and in such amounts as the governing body may, by resolution, designate.  
(Code 1983, 1-313)

1-504. SAME; PREMIUMS. All premiums on surety bonds shall be paid by the city.  
(K.S.A. 78-111; Code 2005)

1-505. CONDITION OF BONDS. Each of the bonds required in section 1-503 of this article shall be conditioned for the faithful performance of duty and all acts required by the laws of Kansas and of the city, and for the application and payment over to the proper persons of all moneys or property coming into the hands of each such officer by virtue of his or her office. (Code 1983, 1-314)

1-506. APPROVAL OF BONDS. All bonds given to the city shall be approved as to their form by the city attorney and as to surety and sufficiency by the governing body, unless otherwise provided by the laws of the State of Kansas.  
(Code 1983, 1-315)

## ARTICLE 6. OPEN RECORDS

1-601. POLICY. (a) It is hereby declared to be the policy of the city that all public records which are made, maintained or kept by or are in the possession of the city, its officers and employees, shall be open for public inspection as provided by, and subject to the restrictions imposed by, the Kansas Open Records Act.

(b) Any person, upon request, shall have access to such open public records for the purpose of inspecting, abstracting or copying such records while they are in the possession, custody and control of the appointed or designated record custodian thereof, or his or her designated representative.  
(Code 2006)

1-602. RECORD CUSTODIANS. (a) All city officers and employees appointed or designated as record custodians under this article shall: protect public records from damage and disorganization; prevent excessive disruption of the essential functions of the city; provide assistance and information upon request; insure efficient and timely action and response to all applications for inspection of public records; and shall carry out the procedures adopted by this city for inspecting and copying open public records.

(b) The official custodian shall prominently display or distribute or otherwise make available to the public a brochure in the form prescribed by the Local Freedom of Information Officer that contains basic information about the rights of a requester, the responsibilities of a public agency, and the procedures for inspecting or obtaining a copy of public records under the Kansas Open Records Act. The official custodian shall display or distribute or otherwise make available to the public the brochure at one or more places in the administrative offices of the city where it is available to members of the public who request public information in person.  
(Code 2006)

1-603. LOCAL FREEDOM OF INFORMATION OFFICERS. The Local Freedom of Information Officer shall:

(a) Prepare and provide educational materials and information concerning the Kansas Open Records Act;

(b) be available to assist the city and members of the general public to resolve disputes relating the Kansas Open Records Act;

(c) respond to inquiries relating to the Kansas Open Records Act;

(d) establish the requirements for the content, size, shape and other physical characteristics of a brochure required to be displayed or distributed or otherwise made available to the public under the Kansas Open Records Act. In establishing such requirements for the content of the brochure, the Local Freedom of Information Officer shall include plainly written basic information about the rights of a requester, the responsibilities of the city, and the procedures for inspecting and obtaining a copy of public records under the Act.

(Code 2006)

1-604. PUBLIC REQUEST FOR ACCESS. All city offices keeping and maintaining open public records shall establish office hours during which any person may make a request for access to an open public record. Such hours shall be no fewer than

the hours each business day the office is regularly open to the public. For any city office not open Monday through Friday, hours shall be established by the record custodian for each such day at which time any person may request access to an open public record. (Code 2006)

1-605. FACILITIES FOR PUBLIC INSPECTION. All city offices keeping and maintaining open public records shall provide suitable facilities to be used by any person desiring to inspect and/or copy an open public record. The office of the city clerk, being the principal recordkeeper of the city, shall be used as the principal office for providing access to and providing copies of open records to the maximum extent practicable. Requesters of records shall be referred to the office of the city clerk except when the requested records are not in that office and are available in another city office. (Code 2006)

1-606. PROCEDURES FOR INSPECTION. Any person requesting access to an open public record for purposes of inspecting or copying such record, or obtaining a copy thereof, shall abide by the procedures adopted by the governing body for record inspection and copying, including those procedures established by record custodians as authorized by the governing body. Such procedures shall be posted in each city office keeping and maintaining open public records. (Code 2006)

1-607. APPOINTMENT OF OFFICIAL CUSTODIANS. The following city officers are hereby appointed as official custodians for purposes of the Kansas Open Records Act and are hereby charged with responsibility for compliance with that Act with respect to the hereinafter listed public records:

(a) City Administrator - All public records kept and maintained in the city clerk's office and all other public records not provided for elsewhere in this section.

(b) City Treasurer - All public records not on file in the office of the city clerk and kept and maintained in the city treasurer's office.

(c) Chief of Police - All public records not on file in the office of the city clerk and kept and maintained in the city police department.

(d) City Attorney - All public records not on file in the office of the city clerk and kept and maintained in the city attorney's office.

(e) Clerk of the Municipal Court - All public records not on file in the office of the city clerk and kept and maintained in the municipal court.  
(Code 2006)

1-608. APPOINTMENT OF LOCAL FREEDOM OF INFORMATION OFFICER. The City Administrator is hereby appointed as the local freedom of information officer and charged with all of the duties as set forth in section 1-603. (Code 2006)

1-609. DESIGNATION OF ADDITIONAL RECORD CUSTODIANS. (a) Each of the official custodians appointed in section 1-606 is hereby authorized to designate any subordinate officers or employees to serve as record custodian. Such record custodians shall have such duties and powers as are set out in the Kansas Open Records Act.

(b) Whenever an official custodian shall appoint another person as a record custodian he or she shall notify the city clerk of such designation and the city clerk shall maintain a register of all such designations.  
(Code 2006)

1-610. REQUESTS TO BE DIRECTED TO CUSTODIANS. (a) All members of the public, in seeking access to, or copies of, a public record in accordance with the provisions of the Kansas Open Records Act, shall address their requests to the custodian charged with responsibility for the maintenance of the record sought to be inspected or copied.

(b) Whenever any city officer or employee appointed or designated as a custodian under this article is presented with a request for access to, or copy of, a public record which record the custodian does not have in his or her possession and for which he or she has not been given responsibility to keep and maintain, the custodian shall so advise the person requesting the record. Further, the person making the request shall be informed as to which custodian the request should be addressed to, if such is known by the custodian receiving the request.  
(Code 2006)

1-611. FEE ADMINISTRATION. The city clerk is hereby authorized to provide the clerk's office, and the office of each record custodian, with sufficient cash to enable the making of change for record fee purposes. Each custodian shall transmit all record fee moneys collected to the city treasurer not less than monthly. Each custodian shall maintain duplicates of all records and copy request forms, completed as to the amount of fee charged and collected, which amounts shall be periodically audited by the clerk-finance officer and treasurer of the city.  
(Code 2006)

1-612. INSPECTION FEE. (a) Where a request has been made for inspection of any open public record which is readily available to the record custodian, there shall be no inspection fee charged to the requester.

(b) In all cases not covered by subsection (a) of this section, a record inspection fee shall be charged at the rate of \$10.00 per hour per employee engaged in the record search. A minimum charge of \$10.00 shall be charged for each such request.  
(Ord. 1-601, Sec. 2; Code 2006)

1-613. COPYING FEE. (a) A fee of \$.25 per page shall be charged for photocopying public records, such fee to cover the cost of labor, materials and equipment.

(b) For copying any public records which cannot be reproduced by the city's photocopying equipment, the requester shall be charged the actual cost to the city, including staff time, in reproducing such records.  
(Ord. 1-601, Sec. 3; Code 2006)

1-614. PREPAYMENT OF FEES. (a) A record custodian may demand prepayment of the fees established by this article whenever he or she believes this to be in the best interest of the city. The prepayment amount shall be an estimate of the inspection and/or copying charges accrued in fulfilling the record request. Any

overage or underage in the prepayment shall be settled prior to inspection of the requested record or delivery of the requested copies.

(b) Prepayment of inspection and/or copying fees shall be required whenever, in the best estimate of the record custodian, such fees are estimated to exceed \$25.00.

(c) Where prepayment has been demanded by the record custodian, no record shall be made available to the requester until such prepayment has been made.

(Ord. 1-601, Sec. 4; Code 2006)

1-615.

PAYMENT. All fees charged under this article shall be paid to the custodian of the records inspected and/or copied unless the requester has established an account, for purposes of billing and payment, with the city. All fees received shall be paid to the city treasurer whenever the amount of fees collected totals \$100.00, but not less than monthly. (Ord. 1-601, Sec. 5; Code 2006)



*City of*  
**VALLEY FALLS**

*Incorporated May 17, 1869*

**ORDINANCE NO. 1-801**

**AN ORDINANCE ATTESTING TO THE INCREASE IN TAXES LEVIED FOR  
BUDGET YEAR 2007 NECESSARY TO FINANCE PUBLIC SERVICES FOR THE CITY  
OF VALLEY FALLS, KANSAS.**

**BE IT ORDAINED** by the Governing Body of the City of Valley Falls, Kansas:

**SECTION 1.** In accordance with state law, the City of Valley Falls, Kansas will conduct a public hearing and has published the proposed budget necessary to fund City services from January 1, 2007 until December 31, 2007.

**SECTION 2.** After careful public deliberations, it is hereby attested that in order to maintain the public services, which are essential for the citizens of this city, it will be necessary to utilize property tax revenue in an amount which exceeds the revenue expended in the budget year 2006.


**SECTION 3.** This ordinance shall be in effect for the 2007 budget.

**SECTION 4.** This ordinance shall take effect after its publication once in the Official City Newspaper.

**PASSED AND APPROVED** by the Governing Body on this 7<sup>TH</sup> day of August 2006.

  
Robert Zieg  
Mayor

**ATTEST:**

  
Bret W. Frakes  
City Administrator

**CITY OFFICE**

421-B Mary Street • Valley Falls, Kansas 66088-1200  
Phone 785-945-6612 • Fax 785-945-3341

*City of*  
**VALLEY FALLS**

*Incorporated May 17, 1869*

**ORDINANCE No. 1-802**

**AN ORDINANCE LEVYING A CITY RETAILERS' SALES TAX IN THE AMOUNT OF ONE PERCENT (1%) WITHIN THE CITY OF VALLEY FALLS, EFFECTIVE APRIL 1, 2007.**


**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF VALLEY FALLS, KANSAS:**

**SECTION 1.** A majority of the electors voting thereon having approved, at a regular question election held on the 7<sup>th</sup> day of November, 2006, the levying of a retailers' sales tax in the City of Valley Falls, for the purpose of infrastructure maintenance and improvements, as authorized by K.S.A. 12-187 et seq., and amendments thereto, there is hereby levied a city retailers' sales tax in the amount of one percent (1%) to take effect on the 1<sup>st</sup> day of April, 2007.

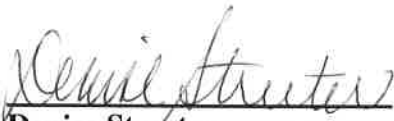
**SECTION 2.** Except as otherwise be provided by law, such tax shall be identical in its application and exemptions therefrom to the Kansas Retailers' Sales Tax Act and all laws and administrative rules and regulations of the Kansas Department of Revenue relating to the state regulations may be made applicable. The services of the department of revenue shall be utilized to administer, enforce and collect such tax.

**SECTION 3.** This ordinance shall be published one time in the Official City Newspaper, and a copy duly certified and submitted to the State Director of Taxation.

**Passed by the Governing Body of the City of Valley Falls, this 20<sup>th</sup> day of November, 2006.**

  
**Robert H. Zieg**  
**Mayor**

**Attest:**

  
**Denise Streeter**  
**City Clerk**

**[SEAL]**

*City of*  
**VALLEY FALLS**

*Incorporated May 17, 1869*

**ORDINANCE NO. 1-803**

**AN ORDINANCE ATTESTING TO THE INCREASE IN TAXES LEVIED FOR  
BUDGET YEAR 2008 NECESSARY TO FINANCE PUBLIC SERVICES FOR THE CITY  
OF VALLEY FALLS, KANSAS.**

**BE IT ORDAINED** by the Governing Body of the City of Valley Falls, Kansas:

**SECTION 1.** In accordance with state law, the City of Valley Falls, Kansas will conduct a public hearing and has published the proposed budget necessary to fund City services from January 1, 2008 until December 31, 2008.

**SECTION 2.** After careful public deliberations, it is hereby attested that in order to maintain the public services, which are essential for the citizens of this city, it will be necessary to utilize property tax revenue in an amount which exceeds the revenue expended in the budget year 2007.

**SECTION 3.** This ordinance shall be in effect for the 2008 budget.

**SECTION 4.** This ordinance shall take effect after its publication once in the Official City Newspaper.

**PASSED AND APPROVED** by the Governing Body on this 6<sup>TH</sup> day of August 2007.

  
Susan Grey  
Mayor

**ATTEST:**

  
Denise Streeter  
City Clerk

*City of*  
**VALLEY FALLS**

*Incorporated May 17, 1869*

**ORDINANCE NO. 1-804**

**AN ORDINANCE ATTESTING TO THE INCREASE IN TAXES LEVIED FOR  
BUDGET YEAR 2009 NECESSARY TO FINANCE PUBLIC SERVICES FOR THE CITY  
OF VALLEY FALLS, KANSAS.**

**BE IT ORDAINED** by the Governing Body of the City of Valley Falls, Kansas:

**SECTION 1.** In accordance with state law, the City of Valley Falls, Kansas will conduct a public hearing and has published the proposed budget necessary to fund City services from January 1, 2009 until December 31, 2009.

**SECTION 2.** After careful public deliberations, it is hereby attested that in order to maintain the public services, which are essential for the citizens of this city, it will be necessary to utilize property tax revenue in an amount which exceeds the revenue expended in the budget year 2008.

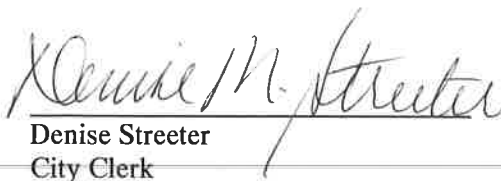
**SECTION 3.** This ordinance shall be in effect for the 2009 budget.

**SECTION 4.** This ordinance shall take effect after its publication once in the Official City Newspaper.

**PASSED AND APPROVED** by the Governing Body on this 19<sup>TH</sup> day of November 2008.

  
Susan Grey  
Mayor

**ATTEST:**

  
Denise Streeter  
City Clerk

*City of*  
**VALLEY FALLS**

*Incorporated May 17, 1869*

**ORDINANCE NO. 1-805**

**AN ORDINANCE ATTESTING TO THE INCREASE IN TAXES LEVIED FOR BUDGET YEAR 2011 NECESSARY TO FINANCE PUBLIC SERVICES FOR THE CITY OF VALLEY FALLS, KANSAS.**

**BE IT ORDAINED** by the Governing Body of the City of Valley Falls, Kansas:

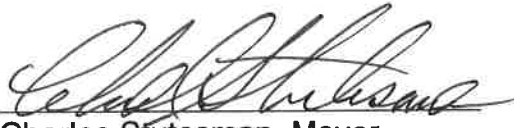
**SECTION 1.** In accordance with state law, the City of Valley Falls, Kansas will conduct a public hearing and has published the proposed budget necessary to fund City services from January 1, 2011 until December 31, 2011.

**SECTION 2.** After careful public deliberations, it is hereby attested that in order to maintain the public services, which are essential for the citizens of this city, it will be necessary to utilize property taxes revenue in an amount which exceeds the revenue expended in the budget year 2010.

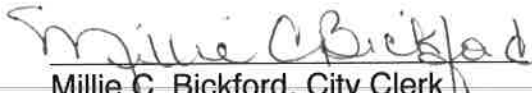
**SECTION 3.** This ordinance shall be in effect for the 2011 budget.

**SECTION 4.** This ordinance shall take effect after its publication once in the Official City Newspaper.

**PASSED AND APPROVED** by the Governing Body on this 15<sup>th</sup> day of September, 2010.

  
Charles Stutesman, Mayor

**ATTEST:**

  
Millie C. Bickford, City Clerk