

CHAPTER I. ADMINISTRATION

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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 McLouth, Kansas," and may be so cited. The Code may also be cited as the "McLouth City Code." (Code 1984)
- 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 McLouth, Kansas.
 - (b) Code - shall mean "The Code of the City of McLouth, 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 councilmembers 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 2012)

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 1984)

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 1984)

- 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 1984)
- 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 1984)
- 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 McLouth 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 McLouth 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 McLouth is hereby repealed." (Code 2012)
- 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 2012)
- 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 2012)
- 1-110. SAME; PUBLICATION. (a) 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.
 (b) In lieu of subsection (a), a city may opt to publish a summary of an ordinance so long as:

(1) The publication is identified as a “summary” and contains notice that the complete text of the ordinance may be obtained or viewed free of charge at the office of the city clerk;

(2) The city attorney certifies the summary of the ordinance prior to publication to ensure that the summary is legally accurate and sufficient; and

(3) The publication contains the city’s official website address where a reproduction of the original ordinance is available for a minimum of one week following the summary publication in the newspaper.

If an ordinance is subject to petition pursuant to state law, then the summary shall contain a statement that the ordinance is subject to petition. (K.S.A. 12-3007; Code 2012)

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 2012)

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 2012)

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 2012)

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 McLouth 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 1984, 1-110; Code 2012)

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 2012)

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 \$2,500; 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 2012)

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 1984, 1-113; Code 2012)

1-118. 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. (Code 1984; 1-108; Code 2012)

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 2012)
- 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 councilmembers as governing body of the city. (K.S.A. 12-103; Code 2012)
- 1-203. SAME; MEETINGS. (a) There will be two regular meetings of the governing body every month. They shall be held at 7:00 p.m. on the first Tuesday following the first Monday of each month and then two weeks after the first Tuesday meeting shall be the second regular meeting, also on a Tuesday. In the event the regular meeting shall be a legal holiday, the governing body shall meet on the next regular working day at the same place and time.
(b) Special meetings may be called by the mayor at any time upon written request of three members of the council. The request shall state the matters to be discussed at such special meeting and no other matters may be considered at such meeting.
(K.S.A. 15-106; Code 1984, 1-202; Code 2012)
- 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 2012)
- 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. 15-301:305; Code 1984, 1-204; Code 2012)
- 1-206. PRESIDENT OF THE COUNCIL. The city council shall, yearly at the first meeting in May, 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. 15-310:311; Ord. 2010-06; Code 1984, 1-205; Code 2012)

- 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 2012)
- 1-208. VACANCIES IN GOVERNING BODY; HOW FILLED. 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. In case of a vacancy in the Council occurring by reason of resignation, death, or removal from office, the Mayor, by and with the advice and consent of the remaining council members, shall appoint some suitable elector to fill the vacancy until the next election for that office. In case any person elected as a councilmember neglects to qualify within 30 days after the election, that person shall be deemed to have refused to accept such office and a vacancy shall exist. Thereupon the Mayor may, with the consent of the remaining councilmembers, appoint some suitable elector to fill said vacancy. (C.O. No. 2010-30; Code 2012)
- 1-209. COMPENSATION. (a) The governing body members shall receive as compensation, \$24.00 per meeting actually attended, up to a maximum of 24 meetings per year.
(b) Each year shall commence at the first meeting in May, and end at the final meeting in April, inclusive.
(Ord. 2002-09; Code 2012)
- 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.
(b) Reimbursement for actual food and lodging expenses upon the performance of duties assigned by the mayor, provided such expenses shall be documented by proper receipts.
(Code 2012)
- 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 McLouth, Kansas, that certain code known as the "Code of Procedure for Kansas Cities," Edition of 2006, 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. One copy of said Code of Procedure for Kansas Cities shall be marked or stamped "Official Copy as Incorporated by the Code of the City of McLouth, 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 2012)

ARTICLE 3. OFFICERS AND EMPLOYEES

- 1-301. APPOINTMENT. At the first regular meeting in May of each year the mayor, by and with the consent of the council, shall appoint a city clerk and city treasurer, and may appoint a city attorney, municipal judge, city administrator, chief of police, police officers, city engineer/utilities superintendent, fire chief, assistant fire chief, firefighters, and such other officers as may be deemed necessary for the best interest of the city. All such appointments shall be entered on the journal of proceedings of the governing body. The duties and salaries of all appointed officers shall be fixed by ordinance. (K.S.A. 15-204; Ord. 2008-15; Code 2012)
- 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 1984)
- 1-303. REMOVAL. (a) A majority of all members elect of the governing body may remove any appointed officer.
(b) 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 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 2012)
- 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 1984)
- 1-305. CITY CLERK. The city clerk shall:
(a) Be custodian of all city records, books, files, papers, documents and other personal effects belonging to the city and not properly pertaining to any other office;
(b) Carry on all official correspondence of the city;
(c) Attend and keep a record of the proceedings of all regular and special meetings of the governing body;
(d) Enter every appointment of office and the date thereof in the journal;
(e) Enter or place each ordinance of the city in the ordinance books after its passage;
(f) Publish all ordinances, except those appropriating money, and such resolutions, notices and proclamations as may be required by law or ordinance.
(Code 1984)
- 1-306. SAME; FISCAL RECORDS. The city clerk shall:
(a) Prepare and keep suitable fiscal records according to generally accepted accounting principles;
(b) Assist in preparing the annual budget;
(c) Audit all claims against the city for goods or services rendered for the consideration of the governing body. His or her accounts shall properly show the

amounts paid from any fund of the city and the cash balance existing in each fund;

- (d) Keep an accurate account of all bonds issued by the city;
- (e) Keep a record of all special assessments.

(Code 1984)

1-307.

SAME; SEAL; OATHS. The city clerk shall:

(a) Have custody of the corporate seal of the city and shall affix the same to the official copy of all ordinances, contracts, and other documents required to be authenticated;

(b) Have power to administer oaths for all purposes pertaining to the business and affairs of the city;

(c) Keep suitable files of all such oaths required to be deposited in his or her office.

(Code 1984)

1-308.

SAME; WITHHOLDING AGENTS. The city clerk is designated as the withholding agent of the city for the purposes of the Federal Revenue (Income) Act, and shall perform the duties required of withholding agents by said act or any other act requiring withholding from the compensation of any city officer or employee. The clerk shall perform such other duties as may be prescribed by the governing body or the Kansas statutes. (Code 1984)

1-309.

DEPUTY CITY CLERK. (a) The office of deputy city clerk is hereby established. The mayor shall appoint, by and with the consent of the city council, the deputy city clerk. The person appointed and confirmed shall hold the office for a term of one year and until a successor is appointed and confirmed.

(b) The deputy city clerk shall perform those duties assigned to that office by the city clerk.

(c) Whenever a vacancy occurs in the position of city clerk and the city is without a person appointed, confirmed or qualified to hold that office, the deputy city clerk shall become the acting city clerk and fulfill the duties of that office.

(Code 2012)

1-310.

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 2012)

1-311.

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 such is requested;
- (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 2012)

1-312. CITY PROSECUTOR; OFFICE; DUTIES. (a) There is hereby established the office of city prosecutor. No person shall be eligible for the office of city prosecutor who is not an attorney at law admitted to practice law in the State of Kansas. The city prosecutor shall:

- (1) Attend meetings of the governing body when so directed to attend by the mayor or city attorney;
- (2) Advise the city council and all officers of the city upon legal questions affecting the city and its officers as may be submitted to him or her;
- (3) Draft such ordinances and other instruments in writing as may be submitted to him or her in the regular transactions of the affairs of the city;
- (4) Appear and prosecute all violations of city ordinances in municipal court;
- (5) Perform such other duties as may be prescribed by the governing body and the Kansas statutes.

(b) The governing body may appoint a city prosecutor in accordance with section 1-301. In the event that there is no city prosecutor, the city attorney shall serve in such capacity.

(Code 2012)

1-313. CITY ADMINISTRATOR. The city administrator shall:

(a) Manage, direct, control, and supervise all departments and services of the City excepting the departments supervised by the Chief of Police, City Attorney, City Prosecutor, City Clerk, and Court Clerk.

(b) Exercise general supervision and control over City purchases and expenditures made by the City Administrator's department or employees in accordance with the City's Administration budget and such purchasing policies as may be established by the Governing Body.

(c) Develop short and long range planning for City owned utility, street,

park, and sidewalk infrastructures along with receiving and monitoring development plans and submitting such planning to the Council and develop other planning as may be directed by Council.

(d) Attend all meetings of the Governing Body and any other meetings as directed by the Governing Body.

(e) Assist in cooperation with City Clerk in preparing and submitting the annual budget to the Governing Body.

(f) Advise the Governing Body as to the financial condition of the City.

(g) Recommend to the Governing Body a schedule of salaries for all officers and employees.

(h) Prepare or assist in preparing all forms authorized by or required by the State and Federal Government, excluding those prepared under the authority or responsibility of another appointed official.

(i) Maintain Certifications and Qualifications as required by State and Federal Regulations to operate all City owned utilities and services.

(j) Assist with field work when necessary.

(k) Conduct an annual review and update of all City Operating and Safety Programs.

(l) Continually review and monitor utility operations and make recommendations to the Governing Body concerning utility rates.

(m) Administer the Drug and Alcohol Testing Program for employees of the City.

(n) Make recommendations as to the enactment, enforcement, or amendment of City Ordinances and Policies.

(o) Design or cause to be designed Utility, Street, Sidewalks, and Building Improvements or additions.

(Code 2012)

1-314. UTILITIES SUPERINTENDENT/CITY ADMINISTRATOR. The utilities superintendent/city administrator shall be responsible for:

(a) The design and specifications for all city streets, 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 1984; 1-312)

1-315. 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 2012)

1-316. 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 2012)

ARTICLE 4. PERSONNEL POLICY AND EMPLOYEE BENEFITS

1-401. PERSONNEL RULES AND REGULATIONS. The governing body of the City shall set the personnel rules and regulations for the City by resolution. Said personnel rules and regulations shall set compensation rules, attendance and leave rules, other employee benefits, disciplinary rules, grievance rules, separation rules and such other rules as are deemed necessary by the governing body. (Ord. 90-8; Code 2012)

1-402. EMPLOYEE BENEFIT FUND. The city in accordance with the provisions of K.S.A. 12-16,102, does hereby establish an employee benefits contribution fund for the purpose of paying the city's share of the following employee benefits:

- (a) Social Security (FICA);
- (b) Kansas Public Employees Retirement System (KPERs);
- (c) Worker's compensation benefits;
- (d) Employment security, unemployment compensation benefits;
- (e) Medical, health and hospitalization insurance and other health care costs.

(Code 2012)

ARTICLE 5. OATHS AND BONDS

1-501. OATH; AFFIRMATION. 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 2012)

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 2012)

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 - \$50,000;
- (2) City clerk - \$100,000;
- (3) Clerk of municipal court - \$25,000;
- (4) Judge of municipal court - \$1,000;
- (5) City Administrator - \$50,000;
- (6) Council President - \$50,000;
- (7) Mayor - \$50,000.

(b) The governing body may provide for the coverage by blanket bond of all officers and employees of the city in an amount deemed sufficient by the governing body.

(Ord. 2011-02; Code 2012)

1-504. SAME; PREMIUMS. All premiums on surety bonds shall be paid by the city. (K.S.A. 78-111; Code 2012)

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 1984, 1-315; Code 2012)

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 1984, 1-316; Code 2012)

ARTICLE 6. OPEN RECORDS

- 1-601. POLICY. (a) It is hereby declared to be that 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.
- (Ord. 2010-2; Code 2012)
- 1-602. APPOINTMENT OF OFFICIAL CUSTODIAN. The city clerk is hereby appointed as official record custodian of city records for purposes of the Kansas Open Records Act and is hereby charged with responsibility for compliance with that Act with respect to all city records. The city clerk may appoint one or more employees as an authorized designee. Such designee shall have the duties and powers as set out in the Kansas Open Records Act and this article. The city clerk shall preserve and protect all public records from damage, disorganization and theft and shall assist, in a timely and efficient manner, any person making request for access to any public record. (Ord. 2010-2; Code 2012)
- 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 2012)
- 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 an open public record. Such hours shall be no fewer than the regular working hours for each day the office maintains regular hours. (Ord. 2010-2; Code 2012)
- 1-605. FACILITIES FOR PUBLIC INSPECTION. The city clerk 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 record keeper 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. (Ord. 2010-2; Code 2012)

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 the procedures established by the city clerk as authorized by the governing body. Such procedures shall be posted in the city clerk's office. (Ord. 2010-2; Code 2012)

1-607. APPOINTMENT OF LOCAL FREEDOM OF INFORMATION OFFICER. The city clerk 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 2012)

1-608. DUTIES OF CUSTODIANS. 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 the city for inspection and copying open records. (Ord. 2010-2; Code 2012)

1-609. REQUESTS TO BE DIRECTED TO THE CITY CLERK. (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 city clerk.

(b) Whenever any city officer or employee is presented with a written request for access to, or copy of, a public record which is not in his or her possession and for which he or she has not been given responsibility to keep and maintain, the officer or employee shall so advise the person requesting the record. Further, the person making the request shall be advised to direct the request to the city clerk.
(Ord. 2010-2; Code 2012)

1-610. FEE ADMINISTRATION. The city clerk is hereby authorized to maintain in the clerk's office sufficient cash to enable making of change for record fee purposes. The record fee moneys collected shall be paid to the city treasurer and become a portion of the general operating fund of the city. The custodian shall maintain duplicates of all copy request forms completed as to the computation of the amount of fee charged and collected and the amounts shall be periodically audited by authorized city personnel. (Ord. 2010-2; Code 2012)

1-611. 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 actual cost per hour per employee engaged

in the record search. However, a minimum fee of \$8 may be charged for each such request.

(Ord. 2010-2; Code 2012)

1-612. COPYING FEE. (a) A fee of \$.50 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 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 inspection and copying open public records.

(Ord. 2010-2; Code 2012)

1-613. PREPAYMENT OF FEES. (a) The city clerk 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 city clerk, such fees are estimated to exceed \$10.

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

(d) For copying any public records which cannot be reproduced by the city's photocopying equipment, the requester may be charged the actual cost to the city, including staff time, in reproducing such records.

(e) All fees charged under this article which are not subject to the prepayment provisions shall be paid to the city clerk upon receipt of the documents requested.

(Ord. 2010-2; Code 2012)

1-614. PAYMENT. All fees charged under this article shall be paid to the city clerk.

(Ord. 2010-2; Code 2012)

ARTICLE 7. INVESTMENT OF PUBLIC FUNDS

1-701. PURPOSE AND GOALS. It is the purpose of this statement to set forth the public policies of the city relating to the investment of public moneys, and establish procedural requirements as to investment management practice. The objective of the investment policy and program of the city shall be as follows:

(a) The safeguarding of all public moneys shall be of the highest priority. Public money shall not be invested or managed in any matter which would jeopardize the safety of the principal.

(b) Consistent with the requirement of safety, the objective of the investment program shall be to aggressively manage and invest all public moneys to maximize net earnings, consistent with the public responsibility to secure maximum, safe investment return possible from moneys assigned to its stewardship, to relieve demands on the property tax and to otherwise reduce the cost of public services.

(Code 1984, 1-401; Code 2012)

1-702. ACTIVE FUNDS; DESIGNATION OF DEPOSITORIES; ELIGIBLE DEPOSITORIES. (a) The governing body shall designate the banks, savings and loan associations and savings banks which shall serve as depositories of its funds. The clerk, treasurer or other city officer or employee having the custody of city funds shall deposit such funds only at the designated banks, savings and loan associations and savings banks. Only banks, savings and loan associations and savings banks that have main or branch offices in Jefferson County shall be designated as official depositories. No such bank, savings bank or savings and loan association shall be designated as a depository until the city is assured that it can obtain satisfactory security for its deposits.

(b) The clerk, treasurer or other city officer or employee depositing public funds shall deposit all such public funds coming into such person's possession in their name and official title as such officer. If the governing body fails to designate an official depository or depositories, the officer thereof having custody of city funds shall deposit such funds with one or more banks, savings and loan associations or savings banks which have main or branch offices in Jefferson County if satisfactory security can be obtained therefor and if not then elsewhere. In such event, the officer or employee shall serve notice in writing on the governing body showing the names and locations of such banks, savings and loan associations and savings banks where such funds are deposited, and upon so doing the officer or employee having custody of such funds shall not be liable for the loss of any portion thereof except for official misconduct or for the misappropriation of such funds by the officer or employee.

(c) If eligible banks, savings and loan associations or savings banks under subsections (a) or (b) cannot or will not provide an acceptable bid, which shall include services, for the depositing of public funds under this section, then banks, savings and loan associations or savings banks which have main or branch offices in any immediately adjoining county may receive deposits of the city's active funds, if such banks, savings and loan associations or savings banks have been designated as official depositories under subsection (a) and the city can obtain satisfactory security therefor.

(Code 2012)

1-703. DEFINITIONS. As used in this article the following words and phrases shall mean:

(a) Bank - means any bank incorporated under the laws of the state of Kansas or any other state, or organized under the laws of the United States and which has a main or branch office in Kansas;

(b) Savings and loan association - means any savings and loan association incorporated under the laws of the state of Kansas or any other state, or organized under the laws of the United States and which has a main or branch office in Kansas;

(c) Savings bank - means any savings bank organized under the laws of the United States and which has a main or branch office in Kansas;

(d) Main office - means the place of business specified in the articles of association, certificate of authority or similar document, where the business of the institution is carried on and which is not a branch;

(e) Branch - means any office within this state, other than the main office, that is approved as a branch by a federal or state supervisory agency, at which deposits are received, checks paid or money lent. Branch does not include an automated teller machine, remote service unit or similar device or a loan production office;

(f) Investment rate - means a rate which is the equivalent yield for United States government securities having a maturity date as published in the Wall Street Journal, nearest the maturity date for equivalent maturities. The 0-90 day rate shall be computed on the average effective federal funds rate as published by the federal reserve system for the previous week.
(Code 2012)

1-704. INVESTMENT OF IDLE FUNDS. Temporarily idle moneys of the city not currently needed, may in accordance with the procedure hereinafter described be invested:

(a) In temporary notes or no-fund warrants issued by the city;

(b) In time deposit, open accounts, certificates of deposit or time certificates of deposit with maturities of not more than two years:

(1) In banks, savings and loan associations and savings banks, which have main or branch offices located in the city; or

(2) If no main or branch office of a bank, savings and loan association or savings bank is located in the city, then in banks, savings and loan associations and savings banks, which have main or branch offices in the county or counties in which all or part of the city is located;

(c) In repurchase agreements with:

(1) Banks, savings and loan associations and savings banks, which have main or branch offices located in the city, for direct obligations of, or obligations that are insured as to principal and interest by, the United States government or any agency thereof; or

(2)(A) If no main or branch office of a bank, savings and loan association or savings bank, is located in the city; or

(B) If no such bank, savings and loan association or savings bank having a main or branch office located in the city is willing to enter into such an agreement with the city at an interest rate equal to or greater than the

investment rate, as defined in subsection (g) of K.S.A. 12-1675a, and amendments thereto, then such repurchase agreements may be entered into with banks, savings and loan associations or savings banks which have main or branch offices in the county or counties in which all or part of the city is located; or

(3) If no bank, savings and loan association or savings bank, having a main or branch office in such county or counties is willing to enter into such an agreement with the city at an interest rate equal to or greater than the investment rate, as defined in subsection (g) of K.S.A. 12-1675a, and amendments thereto, then such repurchase agreements may be entered into with banks, savings and loan associations or savings banks located within the State of Kansas;

(d) In United States treasury bills or notes with maturities as the governing body shall determine, but not exceeding two years. Such investment transactions shall only be conducted with banks, savings and loan associations and savings banks; the federal reserve bank of Kansas City, Missouri; or with primary government securities dealers which report to the market report division of the federal reserve bank of New York, or any broker-dealer engaged in the business of selling government securities which is registered in compliance with the requirements of section 15 or 15C of the securities exchange act of 1934 and registered pursuant to K.S.A. 2005 Supp. 17-12a401, and amendments thereto;

(e) In the municipal investment pool fund established in K.S.A. 12-1677a, and amendments thereto;

(f) In the investments authorized and in accordance with the conditions prescribed in K.S.A. 12-1677b, and amendments thereto; or

(g) In multiple municipal client investment pools managed by the trust departments of banks which have main or branch offices located in county or counties where city is located or with trust companies incorporated under the laws of this state which have contracted to provide trust services under the provisions of K.S.A. 9-2107, and amendments thereto, with banks which have main or branch offices located in the county or counties in which McLouth is located. Public moneys invested under this paragraph shall be secured in the same manner as provided for under K.S.A. 9-1402, and amendments thereto. Pooled investments of public moneys made by trust departments under this paragraph shall be subject to the same terms, conditions and limitations as are applicable to the municipal investment pool established by K.S.A. 12-1677a, and amendments thereto.

(h) The investments authorized in subsections (d), (e), (f) or (g) of this section shall be utilized only if the banks, savings and loan associations and savings banks eligible for investments authorized in subsection (b), cannot or will not make the investments authorized in subsection (b) available to the city at interest rates equal to or greater than the investment rate, as defined in subsection (g) of K.S.A. 12-1675a, and amendments thereto.

(i) In selecting a depository pursuant to subsection (b), if a bank, savings and loan association or savings bank eligible for an investment deposit thereunder has an office located in the city and such financial institution will make such deposits available to the city at interest rates equal to or greater than the investment rate, as defined in subsection (g) of K.S.A. 12-1675a, and amendments thereto, and such financial institution otherwise qualifies for such

deposit, the governing body shall select one or more of such eligible financial institutions for deposit of funds pursuant to this section. If no such financial institution qualifies for such deposits, the city shall select for such deposits one or more eligible banks, savings and loan associations or savings banks which have offices in the county or counties in which all or a part of the city is located which will make such deposits available to the city at interest rates equal to or greater than the investment rate, as defined in subsection (g) of K.S.A. 12-1675a, and amendments thereto, and which otherwise qualify for such deposits.
(Code 2012)

1-705. PROCEDURES AND RESTRICTIONS. The city clerk shall periodically report to the governing body as to the amount of money available for investment and the period of time such amounts will be available for investment, and shall submit such recommendations as deemed necessary for the efficient and safe management of city finances. The recommendations of the city clerk shall provide for an investment program which shall so limit the amounts invested and shall schedule the maturities of investments so that the city will, at all times, have sufficient moneys available on demand deposit to assure prompt payment of all city obligations. (Code 1984, 1-403; Code 2012)

1-706. CUSTODY AND SAFEKEEPING. Securities purchased pursuant to this article shall be under the care of the city clerk and shall be held in the custody of a state or national bank or trust company, or shall be kept by such officers in a safety deposit box of the city in a bank or trust company. Securities in the original or receipt form held in the custody of a bank or trust company shall be held in the name of the city, and their redemption, transfer, or withdrawal shall be permitted only upon the written instruction of the city officers. Securities not held in the custody of a bank or trust company shall be personally deposited by such officer in a safety deposit box in the name of the city in a bank or trust company, access to which shall be permitted only in the personal presence and under the signature of two of the abovementioned officers. (Code 1984, 1-404; Code 2012)

1-707. SALE OR TRANSFER. If, in order to maintain sufficient moneys on demand deposit in any fund as provided in 1-705, it becomes necessary to transfer or sell any securities of such funds, the officers specified in 1-706 may transfer said securities to any other fund or funds in which there are temporarily idle moneys, or shall sell such securities, and for such purpose they shall have authority to make any necessary written direction, endorsement or assignment for and on behalf of the city. (Code 1984, 1-405; Code 212)

1-708. INTEREST ON TIME DEPOSITS. The city clerk shall deposit the interest earned on invested idle funds to the general fund, unless otherwise required or authorized by law. (Code 1984, 1-406; Code 2012)

ARTICLE 8. ANTI-DRUG PROGRAM

1-801. POLICY. City of McLouth, Kansas is subject to the jurisdiction of the DOT, requires operators to test employees for the presence of prohibited drugs and provide an Employee Assistance Program. (Ord. 90-6; Code 2012)

1-802. TYPES OF DRUG TESTING. Employees subject to this drug testing program are required to be tested under the following types of test.

(a) Pre-Employment Testing.

(1) A pre-employment drug test will be conducted when an individual is hired for a position.

(2) A pre-employment drug test will be conducted when a current employee transfers from a position not covered into a covered position. An employee who previously is separated from a Part 199 anti-drug program position will be pre-employment tested prior to performing a function covered by the pipeline safety standards.

(3) Only applicants who are offered a covered position will be tested before being employed. Pre-employment job applicants who test positive will not be hired and do not have the right to have their samples retested. Employees transferring into a position requiring drug testing who test positive do have the right to have their sample retested. Employees who fail a drug test will not be hired for the position requiring drug testing. If applicant's drug test is positive, then the city will refer to the MRO review (see 1-804 - Medical Review Officer).

(4) An employee who transfers from one position covered to another covered position does not require pre-employment testing.

(5) Employees working in a covered position on the effective date and continue to work in a covered position do not require a pre-employment test.

(b) Random Testing

(1) All employees working in a covered position are subject to unannounced testing based on random selection. This includes temporary employees performing work in a covered position.

(2) The operator will test at least fifty percent (50%) of the covered employees every twelve (12) months, divided on the basis set forth in 1-606. All persons will be subject to be randomly picked for drug testing at each random testing date. A person may be randomly picked more than once or not picked more than once or not picked at all during the annual period.

(3) To assure the selection process is random, all covered employees will be placed in a common pool. All full time and temporary employees will be in this pool.

(4) The random computer selection procedure will be used.

(5) The selection procedure will select sufficient additional numbers to be used to reach the appropriate testing level during each test period. These alternate numbers will be tested in order of selection only if persons selected are unavailable for testing due to vacations, medical leave, or travel requirements.

(6) Random testing will be done on a quarterly basis.

(c) Post-Accident Testing

(1) Employees working in covered positions whose performance either contributed to an accident or cannot be completely discounted as a contributing factor to the accident will be tested.

(2) The employee will be tested as soon as possible, but not later than 32 hours after the accident. Because certain drugs or drug metabolites do not remain in the body for extended periods of time, testing should be as soon as possible.

(3) All reasonable steps will be taken to obtain a urine sample from an employee after an accident. In case of a conscious but hospitalized employee, the hospital or medical facility will be requested to obtain a sample and, if necessary, reference will be made to the DOT drug testing requirements. If an employee is unconscious or otherwise unable to evidence consent to the procedure, the medical facility shall collect the sample.

(4) If an employee who is subject to post accident testing is conscious, able to urinate normally (in the opinion of a medical professional) and refuses to be tested, the employee will be removed from duty as a covered employee.

(d) Reasonable Cause Testing

(1) When there is reasonable cause to believe that a covered employee is using a prohibited drug, that employee will be required to take a drug test.

(2)(a) 50 or Fewer Employees - Only one supervisor of employee must substantiate the decision to test for reasonable cause.

This supervisor must be EAP trained in drug use symptoms.

(3) A decision to test must be based on specific contemporaneous physical, behavioral, or performance indicators or probable drug use. Examples of this are evidence of repeated errors on-the-job, regulatory or City rule violations, or unsatisfactory time and attendance patterns, coupled with a specific contemporaneous event that indicates probable drug use.

(4) Testing under 49 CFR, Part 199 is limited to marijuana, cocaine, opiates, amphetamines, and PCP. (Ord. 90-6; Code 2012)

1-803. TESTING PROCEDURES. (a) Drug testing will be performed utilizing urine samples.

(b) Tests for marijuana, cocaine, opiates, amphetamines and phencyclidine will be performed.

(c) An applicant who is offered a covered position will be required to report to the drug testing collection site specified in 1-806 within 48 hours of notification and provide a specimen of his/her urine.

(d) Upon notification that a drug test is required, an employee will report as soon as possible but not later than 24 (32 hours for post-accident) after notification to the drug collection site and provide a specimen of his/her urine.

(e) The collection agency shall adhere to all requirements outlined in 49 CFR Part 40, Procedures for Transportation Workplace Drug Testing Program. (Ord. 90-6; Code 2012)

1-804. MEDICAL REVIEW OFFICER (MRO). (a) The MRO is a doctor of medicine, knowledgeable in drug abuse disorders.

- (b) The following is a list of the MRO's specific responsibilities:
- (1) Receive positive confirmed results from laboratory.
 - (2) Request, if needed, a quantitative description of test results.
 - (3) Receive a certified copy of the original Chain-of-Custody.
 - (4) Review and interpret positive test results.
 - (5) Inform the tested individual and provide test results.
 - (6) Conduct a medical interview with the tested individual by telephone.
 - (7) Review the individuals medical history or any other relevant biomedical factors.
 - (8) Give the individual an opportunity to discuss test results.
 - (9) Order a reanalysis of the original sample in a certified laboratory, if necessary.
 - (10) Consult with others if question of accuracy arises. Consistent with section 1-809.
 - (11) Consult with laboratory officials.
 - (12) Not receive urinalysis results that do not comply with the Mandatory Guidelines.
 - (13) Not declare as positive an opiate-positive urine without "clinical evidence".
 - (14) Determine whether a result is scientifically sufficient.
 - (15) Determine whether a result is consistent with legal drug use.
 - (16) Forward results of verified positive test results to management official.
 - (17) Maintain the required records to administer this program.

For additional details of responsibilities see the U.S. Department of Health and Human Services (DHHS) Medical Review Officer Manual. (Ord. 90-6; Code 1994)

1-805. TESTING LABORATORY. (a) The testing laboratory is a NIDA/CAP certified laboratory.

(b) The testing laboratory will comply with all methods and procedures of 49 CFR Part 40 and will provide annual reports showing compliance. (Ord. 90-6; Code 2012)

1-806. COLLECTION AGENCY. (a) The collection agency is a local doctor or clinic for the drug screen procedure to perform the specimen collection along with the test kit, and Chain-of-Custody.

A separate Chain-of-Custody will be completed for each specimen collected.

(b) The collection agency will comply with all methods and procedures of 49 CFR Part 40 and will provide annual reports showing compliance. (Ord. 90-6; Code 2012)

1-807. EMPLOYEE ASSISTANCE PROGRAM (EAP). (a) Education Every covered employee will receive the following drug use education:

(1) Drug information will be periodically distributed and displayed in the work area.

(2) A copy of the policy will be given to each employee and displayed in the work area.

(3) The hot line telephone number for employee assistance will be given to each employee and displayed in the work area.

(b) Training - Every supervisor covered will determine whether an employee must be drug tested based on reasonable cause who will receive the following drug use training:

(1) A one hour (minimum) training period on the specific contemporaneous physical, behavioral, and performance indicators of possible drug use.

(2) The training specialist for this program has completed the EAP training course. (Ord. 90-6; Code 2012)

1-808. RECORDKEEPING. (a) City of McLouth, Kansas will keep the following records for the periods specified:

(1) Records that demonstrate the collection process conforms to Part 199 will be kept for a minimum of three years.

(2) Records of employee drug test results that show employee failed a drug test, and the type of test failed and records that demonstrate rehabilitation, if any, will be kept for a minimum of five (5) years, and include the following information:

(i) The functions performed by each employee who fails the drug test.

(ii) The prohibited drugs which were used by each employee who fails the drug test.

(iii) The disposition of each employee who fails the drug test (e.g., termination, rehabilitation, leave without pay, etc).

(iv) The age of each employee who fails the drug test.

(3) Records of employees drug test results that show employees passed a drug test will be kept for a minimum of one (1) year.

(4) A record of the number employees tested by type of test will be kept for a minimum of five (5) years.

(5) Records confirming that supervisors and employees have been trained as required will be kept for a minimum of three (3) years. Training records will include copies of all training materials. (Ord. 90-6; Code 2012)

1-809. CONFIDENTIALITY. (a) Each individual's record of testing and results will be maintained private and confidential. With the exception of the testing laboratory, MRO, designated personnel manager or upon request of RSPA or State Agency Officials as part of an accident investigation, the results of individual drug tests will not be released to anyone without the expressed written authorization of the individual tested. Prior to testing, the individual will be informed about who will receive test data (e.g., testing laboratory, MRO, personnel manager).

(b) All written records will be stored in locked containers or in a secure location with access available by the individuals listed above. (Ord. 90-6; Code 2012)