

# CITY CLERK

Celyn Hurtado



# WHAT IS A CITY CLERK?

K.S.A. 13-518 states:

- 13-518. General duties of clerk; records and accounts; deputies, salaries. The city clerk shall attend all meetings of the city council, keep a true record of its proceedings, and also keep a record of all official acts of the clerk, and, when necessary, shall attest them. The city clerk shall also keep and preserve them. The city clerk shall also keep and preserve in the city clerk's office the corporate seal of the city, all records, public papers and documents of the city not belonging to any other office. The city clerk shall be authorized to administer oaths; and the copies of all papers filed in the city clerk's office, and transcripts from the records of the proceedings of the council, including ordinances, duly certified by the city clerk under the corporate seal of the city, shall be taken as evidence in all courts of this state without further proof. The city clerk shall keep a correct account with the city and county of the financial affairs of the city treasurer, as may be provided by ordinance, and shall perform such other duties as may be prescribed by ordinance. Subject to K.S.A. 2012 Supp. 12-16,128, and amendments thereto, the mayor may appoint one or more deputies, by and with the consent of the council; the salary of such deputy or deputies shall be fixed by ordinance.
- History: L. 1903, ch. 122, § 82; R.S. 1923, § 13-518; L. 1945, ch. 99, § 8; L. 2008, ch. 163, § 7; July 1.



# IF YOU ASKED CITY CLERKS....

- The 'hub' of City government.
- The oil which helps keep the City machine running smoothly.
- The glue that holds the different City departments together.
  - The heartbeat pumping life into each City organization.
  - The Historian of the Community.
- The City Clerk must be a flexible, multi-tasking, fly-by-the-seat-of-their-pants type person.



# FUN FACTS

- How many cities are in Kansas?

625 cities in the state of Kansas

- What is the smallest populated, incorporated city in Kansas?

Waldron – Population – 10

- What is the largest populated, incorporated city in Kansas?

Wichita – Population – 389,902



# **FUN FACTS CONTINUED...**

- What is the population of Garden City?  
Population 31,293 (13<sup>th</sup>)
- What is the population of Finney County?  
Population 41,992 (11<sup>th</sup>)

**Who was the first Mayor of Garden City?**

**C.J. Jones in 1883**

**Who was the first female Commissioner in  
Garden City?**

**Bonnie Talley in 1983**



# COMMISSION

- Recording secretary for the City Commission
- Prepare and distribute Commission meeting agendas and packets
- Serve as the staff support for City Commission
- Maintain the Code of Ordinances

Code of Ordinances - City of Garden City, Kansas



# RECORDS MANAGEMENT

- Freedom of Information Officer
- Responsible for City's Records management system
  - ✓ Ordinances
  - ✓ Resolutions
  - ✓ Agreements and Contracts for all City Departments



# LICENSES

- Liquor licenses issued over a two year period – 41
  - Liquor stores, bars and restaurants
- Itinerant Merchant licenses – 12 Non-Local and 2 Local
  - Door-to-Door salesperson, food trucks and Tent & Table vendors
- \*\*\*Certificate of Zoning Compliance – 56 (2016) & 76 (2017)





# LICENSES CONTINUED...

## Cereal Malt Beverage

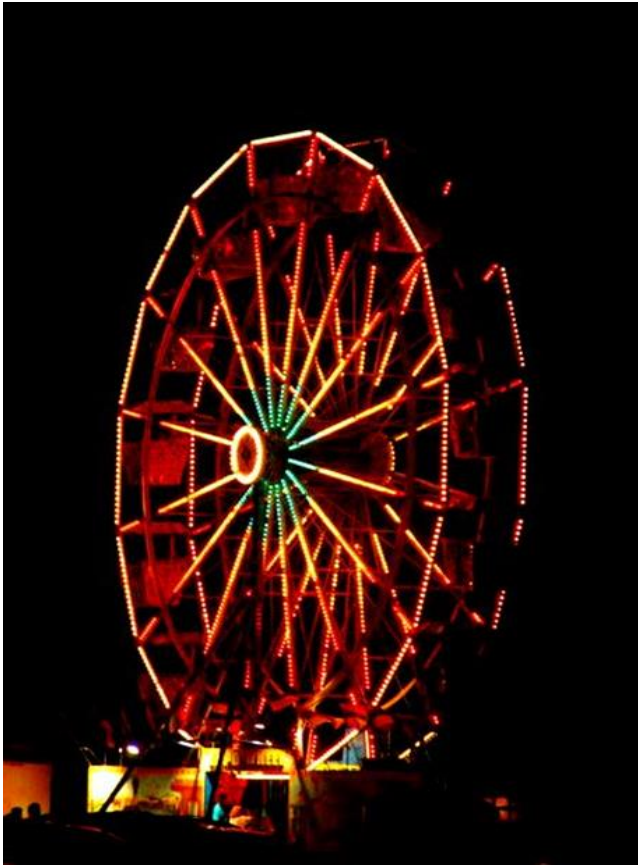
All Cereal Malt Beverage (CMB) license applications are handled by the city where the business is located. A CMB license allows a person to sell or offer for sale any CMB for use or consumption on the licensed premise and not for resale in any form. CMB is defined in the CMB Act as having not more than 3.2 percent alcohol by weight produced by fermentation and not by distillation.

- 2018
  - 22 Off Premise licenses issued
  - 15 On Premise licenses issued





# OTHER LICENSES



- Taxicab/Limo
- Scrap Metal Dealer
- Pawnbroker
- Circus/Carnival
- Precious Metal Dealer



# MISCELLANEOUS DUTIES

- Assists with the City's Property & Liability insurance policy renewals and claims
- Assists in maintaining all City Advisory Boards and Commissions
- All other duties as assigned.....



# SOME DAYS...



**QUESTIONS?**

**THANK YOU!**

