

**ORDINANCE NO. 20-02**

**AN ORDINANCE ADDING NEW OLATHE MUNICIPAL CODE SECTION 2.16.070;  
PERTAINING TO THE OFFICE OF COURT ADMINISTRATOR.**

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

**SECTION ONE:** New Section 2.16.070 is hereby added to the Olathe Municipal Code and shall read as follows:

**“2.16.070 Court Administrator.**

There is hereby established the position of Court Administrator. The Court Administrator will be appointed by the City manager or designee. The Court Administrator will issue all process of the court, administer oaths, file and preserve all papers, docket cases and set the same for trial and perform such further acts as may be necessary to carry out the duties and responsibilities of the court. The Court Administrator will account for all money received, including but not limited to costs, fines, fees, and forfeited bonds paid into the court. The Court Administrator will perform or cause to be performed any duty of the Clerk of the Municipal Court required by law.”

**SECTION TWO:** This Ordinance shall take effect and be in force from and after its passage and publication as provided by law.

**PASSED** by the Governing Body this \_\_\_\_ day of \_\_\_\_\_, 2020.

**SIGNED** by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

## **ATTACHMENT B**

(SEAL)

APPROVED AS TO FORM:

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City Attorney

Publish one time and return one Proof of Publication or summary publication to the City Clerk and one to the City Attorney.